A.P. POLICE
ADMINISTRATIVE
MANUAL

Part - I

Volume - I

{G.O.Ms. No. 19 Home (Legal II) Dept. dt. 14.02.2017}

GOVERNMENT OF ANDHRA PRADESH
Police Department
Amaravathi - 522 020

Implementation of Telugu Language in all proceedings including Courts vide G.O.Ms.No.485 Home (Courts-B) Department dt: 29.03.1974.

Implementation of Telugu language in maintaining Police Station records vide G.O.Ms.No.1515, General Administration (OL & SR-II) Department, dt: 22.12.1966.

FORMATION OF DISTRICTS IN ANDHRA PRADESH

(Andhra State was carved out of Madras State on 1st October 1953. Aandhra Pradesh was carved out on 1st November 1956 with Telangana Districts. Seperate state of Andhra Pradesh was carved out on 2nd July 2014)

Name of the District	**Year**
Cuddapha	1808
Kurnool	1858
Anantapoor	1882
Guntur	1904
East Godavari	1904
Chittor	1911
West Godavari	1925
Prakasham	1970
Ranga Reddy	1978
Vizianagaram	1979

NANDURI SAMBASIVA RAO, IPS,
Director General of Police,
Andhra Pradesh.

Office Phone : 0866-2575552

Dt : 16.03.2017.

FOREWORD

The Andhra Pradesh Police Manual in four volumes approved by the Government on 14th Feb, 2017 enables all the Police Officers to perform their tasks with clarity and precision. The revision was taken up on the orders of the Government of AP by Sri S. Umapathi, IPS (Retd.), IGP with the help of Sri K. Sudhakar, SP (NC) (retired) in a meticulous manner incorporating all the new Acts, Rules, guidelines, MHA Circulars, Apex Court directions and other Government orders.

The four volumes for convenience are named as :-

1. AP Police Administrative Manual (Part-I, Vol - I)
2. AP Police Investigation Manual (Part-I, Vol - IIA)
3. AP Police Station House Management Manual (Part-I, Vol - IIB) and
4. AP Police Specialised Units Manual (Part-I, Vol - III)

The thrust has been to ensure proper functioning of all Police Stations, Circles, Sub-Divisions, Districts, Units and Commissionerates with certain Key Performance Areas (KPAs) and measurable indicators. Standard Operating Procedures (SOPs) in respect of important crimes enables Officers not to miss any legal step in the investigation of cases for improving our conviction rate. Detailed Cyber Crime investigation procedures mentioned in the Investigation Manual is a ready reckoner for all officers which is extremely useful in this Cyber era. Every SHO should learn the nomenclature and the way to investigate Cyber Crime, SC/ST Crime, Juvenile Crime and other Specialized Crimes and the way to process file for payment of victim-witness compensation under various schemes of the Government for rending speedy Justice.

The Chapter on Police Welfare, new Chapters on Police Computers and Standardization, Safe City Concept, Road Safety and District Police Office do spell out the requisite mandate for the officers and staff.

I am sure that the new Manual of 1st Edition will enhance our image with the desired pro-people, pro-women and pro-children approach in the service delivery.

NANDURI SAMBASIVARAO, IPS
Director General of Police,
Andhra Pradesh.

J.V. RAMUDU, IPS,
Director General of Police,
Andhra Pradesh.

Phones : Off : 040-23237788
040-23212345
Fax : 040-23243333
Mobile : 94406 27321

Dt : 16.07.2016.

FOREWORD

The AP Police Manual is the main reference book as well as a valuable guide for all Police officers, for their day to day work. It is a compilation of all new Acts, recent legislations, amendments, procedures, guide lines and circulars which are required for proper Justice delivery, for prevention, detection and investigation of crime, maintenance of public order etc.

The existing Police manual was published in February, 2002 and ever since, several Cr.PC, IPC, Evidence Act amendments have come into force including new Acts such as POCSO Act 2012, SC/ST Amendment Act, 2015, Juvenile Justice (CPC) Act, 2015, amendments to Unlawful Activities (Prevention) Act in 2014, Information Technology Act, 2008 and plethora of other amendments came into effect necessitating a revision. Several new technologies, Cyber forensic laboratories, Cyber Crime investigation tools, social media monitoring tools, etc., have become available to the Police Officers. The Police is facing new economic crimes like multi-level marketing, FICN cases, Organized criminal activities like Human Trafficking, Drug Trafficking, Cyber Crimes and transnational terrorism. All this resulted in issuing several orders by the Government and by the Chief Office from time to time which need to be codified.

The earlier revision of APPM was carried out by Sri. K.Vijaya Rama Rao, IPS (Retd), former Director CBI, New Delhi, which was a revision of 1912 Madras Police Manual. A need was felt to revise the APPM incorporating all the new and amended legal provisions, Government of India advisories, State Government G.Os, Chief Office Circulars, other related Circulars of Accounts Branch, Chairman SLPRB, etc. The Government of AP accordingly entrusted the onerous task of revising the Police Manual to an experienced, law knowing Police Officer Sri S.Umapathi, IPS (Retd.) former IGP, CID AP. He redrafted the entire Manual incorporating the latest legislations, Acts, Circulars, Advisories and Government Orders, new proformas, District profiles with new chapters like PCS & S, Road Safety, Safe City and District Police Office. The Cyber Crimes, Standard Operation Procedures on heinous crimes, relevant Supreme Court Judgments have been put in place for ready reference.

For the convenience of users, the Manual is being published in four volumes viz :

1) The AP Police Administrative Manual dealing with Police Structure, Administration, key performance areas of Officers, disciplinary matters, recruitment and training.
2) The AP Police Investigation manual (Called APPM Part I, Vol -II (A) elaborates FIR to Charge sheet to Trial Monitoring, including Standard Operation Procedures.
3) The AP Police Station House Management Manual called APPM Part-I, Vol-II (B) containing Station House routine, service delivery etc.
4) The AP Police Specialized Units manual (APPM Part I Vol.III) revised with four new Chapters.

For this phenomenal work , the Police Department is greatly indebted to Sri.S.Umapathi, IPS (Retd) for undertaking this task and to Sri K.Sudhakar SP (NC) (Retd) who assisted him from the beginning without expecting any remuneration. I also place on record the contribution made by Sri. U. Rama Mohan Rao, SP (NC) Cyber PS in drafting a detailed SOP on Cyber Crimes and investigation techniques. I place on record the role of S/Sri M. Saravan Kumar, Chief Legal Advisor, CID AP, C.C.Subramanyam, Director of Prosecution of Government of AP and M.Naga Raghu, Chief Legal Advisor, AP DGP Office for their valuable inputs. The role of S/ Sri S.Sesibhushana Rao, SP (NC) Intl., Department, Md. Riyaz, ID Assistant, Intl. Dept., Smt. G. Usha Rani, Data Entry Operator, O/o DGP, AP and Sri P.Charvaka, ' page maker' and M. Srinivas of Sri Lakshmi Prasanna Printers, Hyderabad is worth mentioning for their contribution in making the dream come true. I would like to thank the SsP / CsP and ADGPs who have contributed in providing timely in puts in updating the manual.

I am sure that the newly revised Manual will prove to be a useful ready reference book for the Police Officers, prosecutors and for other Departments affiliated to criminal Justice system.

J.V.Ramudu, IPS,
Director General of Police,
Andhra Pradesh.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Revised Andhra Pradesh Police Manual– Approved – Orders – Issued.

HOME (LEGAL.II) DEPARTMENT

G.O.MS.No. 19 Dated: 14-02-2017

Read the following :-

1. G.O.Ms.No.308, Home (Police.D) Department, dated :09.02.1960.
2. G.O.Ms.No.201, Home (Police.C) Department, dated :08.09.2001
3. From the Director General of Police, Andhra Pradesh, Hyderabad, Lr.No.2380/C3/2016, dated: 16.07.2016.

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ORDER :-

The Revised Andhra Pradesh Police Manual submitted by the Director General of Police, Andhra Pradesh, Hyderabad in four volumes i.e. Volume-I, Volume-II(A), Volume II (B) and Volume III, containing Annexures and Forms, in the letter 3rd read above, is approved subject to the following conditions:-

i. The Manual does not supersede any statutory rules, Service Rules, regulations and other orders issued by the Government from time to time and if there is any contradictions or conflict, the latter will prevail.

ii. The Manual does not vest Police officers with any powers of arrest, detention, investigation of crime etc. not specifically conferred by the Criminal Procedure Code, Indian Penal Code or other central or State laws on the subject for the time being in force.

iii. The Manual envisages only guidelines, procedures in accordance with the provisions of laws, Acts and Rules for all Police officers.

iv. No financial or other claim liability will be accepted on the authority of the Manual.

v. No posts of any category in Andhra Pradesh Police Service and Andhra Pradesh Police Sub-Ordinate Service will be sanctioned / created on the strength of this manual. The Director General of Police will submit detailed proposals for the purpose, if any required separately for approval of Government.

2. The Director General of Police, Andhra Pradesh, Hyderabad will get the Manual printed with private printers following due procedure as the Director General of Police office press does not have requisite technology and capacity as stated by the DGP. The Printed Manual shall be distributed to all the concerned up to Police Station level & with 50 spare copies for Government reference.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R. ANURADHA

PRINCIPAL SECRETARY TO
GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Police – Revision and up-dation of Andhra Pradesh Police Manual (Volume – I and II Old) by the Director General and Inspector General of Police – Revised Andhra Pradesh Police Manual – Approved – Orders – Issued.

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v. No posts of any category in Andhra Pradesh Police Service and Andhra Pradesh Police Sub-Ordinate Service will be sanctioned/ created on the strength of this manual. The Director General and Inspector General of Police will submit detailed proposals for the purpose, if any required separately for approval of Government.

2. The Director General and Inspector General of Police, Andhra Pradesh, Hyderabad will get the Manual printed in sufficient number of copies in Inspector General of Police Press and distribute to all the concerned upto Police Station level with 50 spare copies for Government reference. Spare copies may also be made available for sale to public and others concerned by prescribing a reasonable and affordable price.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

BHARATH CHANDRA,

PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director General and Inspector General of Police,

Andhra Pradesh, Hyderabad.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

BOOKS AND PUBLICATIONS – THE ANDHRA PRADESH POLICE MANUAL COMPILED BY INSPECTOR-GENERAL OF Police – APPROVED SUBJECT TO CERTAIN CONDITIONS.

(G.O Ms. No. 308, Home (Police-D) Department, dated, 9th February, 1960.)

Read the following :

From the Inspector General of Police, Letters Rc. No. 496/A/58, dated: 09-07-1959, 21-10-1959 and 18-12-1959.

* * *

ORDER:

The draft Andhra Pradesh Police Manual (Parts I and II) submitted by the Inspector General of Police, with the correspondence cited, is approved subject to the following conditions:

1. The Manual does not supersede any statutory rule, service rules or other orders issued by the Government from time to time, and if there is any conflict, the matter will prevail:
2. The Manual does not vest Police Officers with any powers of arrest, detention, investigation of crimes, etc., not specially conferred by the Cr.PC., IPC or other Central or State laws on the subject; and
3. no financial or other claim or liability can be accepted on the authority of the manual.

2. The Inspector – General of Police will arrange to get the Manual printed by the Director of Government Printing and distribute copies to all concerned, with twelve spare copies for Government reference.

(By Order and in the name of the Governor)

V.RAJESWAR RAO
Secretary To Government

To
The Inspector-General of Police, Hyderabad

ABBREVATIONS

Short Form	Full Form
ACB	Anti-Corruption Bureau
ACP	Assistant Commissioner of Police
ACR	Annual Confidential Report
Addl. PP	Additional Public Prosecutor
Addl.CP	Additional Commissioner of Police
Addl.DM	Additional District Magistrate
Addl. SP	Additional Superintendent of Police
AD	Assistant Director
ADJ	Additional District Judge
ADGP	Additional Director General of Police
AG	Advocate General
AHTU	Anti-Human Trafficking Unit
ALA	Assistant Legal Advisor
ANPR	Automatic Number Plate Recognition
AO	Administration Officer / Accounts Officer
AOP	Armed Out Post
APAT	Andhra Pradesh Administrative Tribunal
APEPDCL	AP Eastern Power Distribution Company (HQ Vishakhapatnam)
APP	Assistant Public Prosecutor
APPA	Andhra Pradesh Police Academy
APPM	Andhra Pradesh Police Manual
APPS	Andhra Pradesh Police Service
APPSC	Andhra Pradesh Public Service Commission
APSLSA	Andhra Pradesh State Legal Services Authority
APSP	Andhra Pradesh Special Police
APSPDCL	AP Southern Power Distribution Company (HQ Tirupathi)
ASC	Anti-Sabotage Check
ASL	Advance Security Liaison
ATP	Ananthapuramu
BSF	Border Security Force
BOT	Build Operate and Transfer
BP Car	Bullet Proof Car
BPR & D	Bureau of Police Research and Development
BTC	Battalion Training Centre
CAT	Central Administrative Tribunal
CJM	Chief Judicial Magistrate

CIO	Central Intelligence Officer
CL	Casual Leave
CLA	Chief Legal Advisor
CM	Chief Minister
CPRO	Chief Public Relation Officer
CS & VO	Chief Security and Vigilance Officer
CSO	Chief Security Officer
CBI	Central Bureau of Investigation
CC No.	Court Calendar Number
CCF	Chief Conservator of Forests
CCRB	City Crime Records Bureau
CCS	Central Crime Station
CCTNS	Crime Criminal Tracking Network and Services
CCTV	Close Circuit Tele Vision
CD	Case Diary
CD	Compact Disc (Computer language)
CDTS	Central Detective Training School
CHIO	Chief Immigration Officer
CI	Circle inspector of Police
CICL	Child In Conflict with Law
CID	Crime Investigation Department
CISF	Central Industrial Security Force
CMT	Commandant
CNCP	Child in Need of Care and Protection
CP	Commissioner of Police
Cr.PC.	Criminal Procedure Code,
CRDA	Capital Region Development Authority
Crl. R.P.	Criminal Revision Petition (Dealt by P.P High Court)
CRPF (COBRA)	Central Reserve Protection Force (Commando Battalion for Resolute Action)
CRPF	Central Reserve Police Force
CRZ	Coastal Regulation Zone
CSPS	Coastal Security Police Station
CTC	City Training Centre
CTR	Chittoor
CVC	Command Viewing Center
	Chief Vigilance Commissioner

CWC	Child Welfare Committee
CWO	Child Welfare Officer
CWPO	Child Welfare Police Officer
DA	Dearness Allowance
DAR	District Armed Reserve
DCP	Deputy Commissioner of Police
DCPO	District Child Protection Officer
DCPU	District Child Protection Unit
DCRB	District Crime Records Bureau
DC	Dossier Criminal
DFO	Divisional Fire Officer / Divisional Forest Officer
DFMD	Door Frame Metal Detector
DFPU	District Finger Print Unit
DGP	Director General of Police
DIG	Deputy Inspector General of Police
DIR	Domestic Incident Report (Filed under PW Domestic violence Act)
DJ	District Judge
DLSA	District Legal Services Authority
DM	District Magistrate (District Collector with magisterial powers)
DNA	De-oxyribo Nucleic Acid
DoP	Director of Prosecutions
DPS	Detective Police Station
Dy SP	Deputy Superintendent of Police
DTC	District Training Centre
DTRB	District Traffic Records Bureau
DVD	Digital Video Disc.
DVR	Digital Video Recorder
ECIR	Enforcement Crime Information Report (filed by Enforcement Directorate)
ECNR	Emigration Check Not Required
E-COPS	Electronic Computer Operations of Police Services
EG	East Godavari
EL	Earned Leave
FICN	Fake Indian Currency Note
F.I.R	First Information Report
FIU	Financial Investigation Unit (New Delhi)

F.R	Final Report (Submitted Under sec. 173 Cr.PC)
FP	Finger Print / Foot Print
FRO	Foreigners Registration Officer (SP or CP)
FRRO	Foreigners Regional Registration Officer
GP	Government Pleader
GPF	General Provident Fund
GRP	Government Railway Police
GTR	Guntur
GVMC	Greater Visakha Municipal Corporation
HHMD	Hand Held Metal Detectors
IAS	Indian Administrative Service
IB	Intelligence Bureau
IFoS	Indian Forest Service
IFS	Indian Foreign Service
IGP	Inspector General of Police
Int.	Intelligence
INTERNET	INTERconnected computer NETwork
IPS	Indian Police Service
IRBN,	Integrated Reserve Battalion
IRF	Interim Relief Fund
IT Department	Income Tax Department
J J (CPC) Act	Juvenile Justice (Care and Protection of Children) Act
JD IMM	Joint Director Immigration (New Delhi)
Jt. CP	Joint Commissioner of Police
KD	Known Depredator
KDP	Kadapa
KI	Krishna
KRNL	Kurnool
L & O	Law and Order
LOC	Look Out Circular (Issue by JD Immigration)
MACT	Motor Vehicle Accidents Claims Tribunal
MC	Medical Certificate
MC No.	Miscellaneous Case No. (of executive magistrate such as RDO/ MRO Offices)
MCR	Monthly Crime Report
MCS	Money Circulation Scheme
MEA	Ministry of External Affairs
MHA	Ministry of Home Affairs

MJp	Medical Jurisprudence
MLA	Member of Legislative Assembly
MLC	Member of Legislative Council
	Medico Legal Case
MLM	Multi - Level Marketing
MMS	Multi-media Messaging Service
MO	Modus Operandi / Medical Officer
MOEF	Ministry of Environment and Forest
MoU	Memorandum of Understanding
MP	Member of Parliament
MR	Monthly Report
MSJ	Metropolitan Sessions Judge
MTO	Motor Transport Officer
MVI	Motor Vehicle Inspector
NBW	Non-Bailable Warrant
NCB	Narcotics Control Bureau
NCC	National Cadet Corps
NCRB	National Crime Record Bureau
NDPS	Narcotic Drugs and Psychotropic Substances
NDRF	National Disaster Response Force
NGO	Non-Government Organisation
	Non-Gazetted Officer
NHRC	National Human Rights Commission
NIA	National Investigation Agency
NLR	Nellore
NSG	National Security Guards
OCTOPUS	Organization for Counter Terrorist Operations
OE	Oral Enquiries
OFC	Optical Fiber Cable
OP	Out Post
OSD	Officer on Special Duty
PS	Police Station
PESO	Petroleum, Explosives and Safety Organization
PGOE	Protector General of Emigrants
PKM	Prakasham
PM	Prime Minister
PME	Post Mortem Examination
PMG	Police Medal for Gallantry

PO	Protection Officer (under Domestic Violence Act)
POCSO ACT	Protection of Children from Sexual Offences Act.
POE	Protector of Emigrants
PP	Public Prosecutor
PPM	President's Police Medal
PRC No.	Pre Registered Case Number
PRC	Police Research Centre
PRO	Public Relations Officer
PSO	Police Standing Order
PTC	Police Training College
PTO	Police Transport Organization
PTS	Police Training School
PT Warrant	Prisioners Transfer Warrant
R.O.	Relationship Officer
RAF	Rapid Action Force
RBI	Reserve Bank of India
RCN	Regular Criminal Number
RCN	Red Corner Notice (issued by interpol)
RC No.	Refer Cases No. (courts)
RCRB	Railway Crime Records Bureau
RI	Rigorous Imprisonment / Reserve Inspector
RJY	Rajahmundry
RPF	Railway Protection Force
S.I.T	Special Investigation Team
SAR	Special Armed Reserve
SC No	Sessions Case Number
SCT	Stipendary Cadet Training
SDM	Sub Divisional-Magistrate (Revenue Divisional Officers)
SDPO	Sub Divisional Police Officer
SEBI	Securities and Exchange Board of India
SHRC	State Human Rights Commission
SI	Sub Inspector / Simple Imprisonment
SJPU	Special Juvenile Police Unit
SKLM	Srikakulam
SLL	Special and Local Laws
SLPRB	State Level PoliceRecruitment Board
SMS	Short Message Service

SoC	Scene of Crime
SOP	Standard Operations Procedure
SP	Superintendent of Police
SPF	Special Protection Force
SPG	Special Protection Group
SRP	Superintendent of Railway Police
STR	Suspecious Transaction Report
SSA	Sarva Siksha Abhiyan
SVPNPA	Sardar Vallabhai Patel National Police Academy
SWAN	State Wide Area Network
TA	Travelling Allowance
TP & HP	Traffic Planning and High way Patrolling
TRANSCO	Transmission Company (APSEB)
TRG	Training
TTD	Tirumala Tirupathi Devasthanam
UT	Union Territory
u/s	Under Section
UPSC	Union Public Service Commission
V&E	Vigilance and Enforcement
VC	Vice-Chairman / Vice-Chancellor (of an University)
VIP	Very Important Person
VR	Voluntary Retirement
VSF	Victim Support Fund
VSP	Vishakhapatnam
VVIP	Very Very Important Person
VZA	Vijayawada
VZM	Vizianagaram
WCWD	Women and Child Welfare Department
WG	West Godavari
WP	Writ Petition (dealt by Government Pleader Home - High Court
WPC	Women Protection Cell / Women Police Constable
WPMP	Writ Petition Miscellaneous Petition (filed to obtain interim orders)
WPS	Women Police Station
WWW	World Wide Web

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CREATION OF STATE OF ANDHRA PRADESH

Combined AP State is reorganised in to a new State of Andhra Pradesh and a New State of Telangana in persuance of Gazette notification of MHA Government of India, vide S.O. No. 655(E) dt. 4-3-2014. following enactment of AP Reorganization Act 2014 (Act No. 6 of 2014).

CHAPTER 1

Introduction, Role and Organisation

Introduction

The Police in a democratic polity, within the ambit of Law, regulations and procedures perform multiple and complex tasks. Towards this objective, the police have to be an effective organisation for the prevention, detection and investigation of crime, maintenance of law and order, protection of lives, liberties, and honor and possessions of the people, to bring offenders to justice and to render honest and impartial service to the people. However the changing internal security scenario has added a new dimension to the tasks of the police and brought the Police Force closer to the center-stage of governance. Within the increasingly tentative internal security situation in large parts of the country, consequently, it is an urgent imperative to secure a police organisation that is structurally cohesive, functionally competent and operationally oriented to fulfill the wide-ranging goals of the organization in providing efficient as well as qualitative services to the people. Police officers have to collect and communicate intelligence affecting peace. In performing this role, the police must maintain highest standards of integrity, professionalism and service orientation while acting within the framework of the Constitution and laws of the land.

The Police derive their powers from the Police Act, 1861 and A.P (Andhra Area) District Police Act, 1859 and various Acts, Rules and Regulations enacted from time to time.

Appointment of Director General of Police

1- 1. The police force of the A.P. State is under the general control and supervision of Director General of Police, appointed by the State Government.

2. Office of the Director General of Police, which is also called as Chief Office or DGP Office, consists of -

   a. Police headquarters with State Control and Communication complex.
   b. Administrative (Personnel)
   c. Law and Order.
   d. Technical Services (PCS Communications, FSL).
   e. Recruitment and Training.
   f. Provisioning, Logistic & Welfare.
   g. Legal services & Co-Ordination
   h. Coastal Security
   i. Home Guards

3. The Director General of Police (Head of Police Force), is referred as Director General of Police (DGP)(G.O.Ms.No.683,General Administration(SC-C) Dept.dt.3-11-2008, Govt of AP). He is vested with the powers of administration of the Police throughout the General Police District of AP as per Sec.5 of AP (Andhra Area) District Police Act, 1859.

He is assisted by :

a. Addl. DGP (Law & Order)

b. Addl.DGP Legal

c. Addl. DGP (Operation)

d. Addl. DGP (Personnel)

e. Addl. DGP (Crime Investigation Department)

f. Addl. DGP (Intelligence and Security)

g. Addl. DGP (APSP)

h. Addl. DGP/ IGP (Technical Services)

i. Addl. DGP/ IGP (Training)

j. Addl.DGP, Chairman, State Level Police Recruitment Board (SLPRB).

k. Addl. DGP (Traffic, Planning & Highway Patrolling).

l. Commissioners of Police, Visakhapatnam & Vijayawada.

m. Addl.DGP/IGP (Organization)

n. Addl.DGP, Railways.

o. Addl.DGP / IGP (Greyhounds/ Operations)

p. Addl.DGP/IGP(OCTOPUS)

q. Addl.DGP/ IGP (Home Guards)

r. Director, A.P. Forensic Science Laboratory (APFSL)

s. IGP, Coastal Security

t. Zonal IsGP (North Coastal/South Coastal/South)

Addl DGP (Law & Order)

2. The State is divided into three zones (North Coastal/South Coastal/ South) each headed by an IGP. The cities of Vijayawada and Visakhapatnam are headed by Commissioners of Police. The Addl. DGP (L&O) will have supervision over the Zonal IGs /Range DIGsP and Commissioners

of Police besides supervision over Chief Public Relations Officer, whose office is located in the Chief Office.

Addl DGP (Admin)

3. The Addl. DGP/ IGP (Personnel) is assisted by the office administration of the Chief Office. The DGP Printing Press will be under the charge of a technical officer of the rank of DSP as Manager borrowed from the Government Printing Press or recruited. The Printing Press of DGP office shall be under the administrative control of DIGP/AIG (Administration)

Special/Addl DGP (CID)

4. The Addl. DGP (CID) is assisted by IGP, PCR , IGP/DIG Administration, Rayalaseema , IGP / DIGP Economic Offences, IGP Gender Offences and Coastal area , IGP, SCRB assisted by Director, Finger Print Bureau (FPB) and 4 DIsGP one each for Organized crime and Narcotic cell; property offences; PCR and Social Justice and Human Rights assisted by SsP., and Cyber P.S. (G.O. Ms. No. 128, Home (Pol-FD) , Dept., dated: 18.05.2002, Govt of AP). There is also a legal branch under him for rendering legal assistance in the criminal cases. CID is also declared as Police Station by the Government of A.P. (G.O. Ms. No. 438, HOME (Pol-D) Dept, dated: 5.10.1986, Govt of AP). Addl.DGP, CID supervises functioning of FSL and ensure requisite linkages with SCRB/FPB.

Addl DGP (Intelligence & Security)

5. The Addl. DGP (Intelligence and Security) is assisted by 1 IGP, 4 DIsGP (Admn & Political, Counter Intelligence cell, SIB, Intelligence Security Wing)

Addl DGP (Armed Police)

6. The Addl. DGP (APSP) is assisted by IGP and DIG.

Addl DGP (Technical Service)

7. The Addl. DGP (Technical Services) is assisted by 3 IGsP, one each for Police Transport Organisation (PTO), Communications and Police Computer Services.

Special/ADGP (Recruitment & Training)

8. Chariman, SLPRB, is assisted by IGP (Recruitment)

Addl DGP (Traffic, Planning & Highway Patrolling)

9. The Additional Director General of Police (Road Safety) monitors and co-ordinates the functions of various agencies relating to road safety measures with Headquarters in DGP Office. All preventive measures

including measures u/s 149 Cr.PC are to be taken for reducing road accidents. (which account for nearly 20 to 25 % of total Crime in A.P)

Commissioners of Police of Visakhapatnam and Vijayawada

10 1. The Commissioners of Police, Visakhapatnam and Vijayawada are of the ranks of IGP/ADGP (as per Government's prerogative) are assisted by Addl./Joint CP, Dy. Commissioners of Police, in charge of law and order, crime, traffic, administration, special branch and armed reserve. They are empowered as Addl. District Magistrates u/s 20 (5) Cr.PC by Govt. of A.P. They shall endeavour to separate L & O from crime.

(Visakhapatnam is declared as Commissionerate vide G.O.Ms.No.285, Home (Police-D) Dept.dt.20-5-1989, Govt of AP and Vijayawada as Commissionerate vide G.O.Ms.No.284, Home,(Courts-B) Dept. dt.20-5-1989, Govt of AP.)

2. The Commissioner of Police, Visakhapatnam has to liaise with the Eastern Naval Head Quarters constantly, protect vital Naval installations and help Coastal Security Police Stations as and when required. Both CsP Visakhapatnam and Vijayawada have to liaise with Air Port Security set up as well.

3. For the traffic control, regulation and enforcement of traffic rules, the Commissionerates of Visakhapatnam and Vijayawada are divided into traffic divisions co-terminus with law and order zones, each headed by ACP Traffic. Each division consists of a number of traffic police stations headed by an Inspector/Sub-Inspector of Police assisted by Assistant Sub-Inspectors, Head Constables and Constables. The overall control over the traffic force in the cities vests with the Addl. Dy. Commissioner(s) of Police, Traffic. Traffic offences will, however, be investigated by the respective law and order PSs. Prevention of road accidents, smooth flow of traffic are priorities. Addl. DCP has to take up matters with High-way Authorities, R&B and Panchayat Raj etc., (Sec. 149 Cr.PC)

4. The city police of Visakhapatnam and Vijayawada have their own Armed Reserve called City Armed Reserve, headed by a Addl.Dy. Commissioner of Police, Admn/Head Quarters and assisted by an ACP/ ACsP, who are in turn assisted by Reserve Inspectors (RI), Reserve Sub-Inspectors (RSI), Asst. Reserve Sub-Inspectors (ARSI), Head Constables (ARHC) and Constables (ARPC).

5. The Commissioners of Police, Visakhapatnam and Vijayawada shall take up empowerment / capacity building programmes for their personnel in C.T.Cs (City Training Centres)

D.Is.G/Ss P :

11. Each zone/range in the state consists of 3 or more districts. Each District is headed by a Superintendent of Police (District Chief of Police), assisted by two Addl. SsP. The Addl. SP (L&O) will also be in charge of Administration, SJPU (Special Juvenile Police Unit) and Armed Reserve. The other Addl. SP will be in charge of Operations, Special squads and District Crime Records Bureau (DCRB). In some Districts depending upon the need, one more Addl. SP is posted to supervise special operations. The district special branch works under the direct supervision of the Superintendent of Police.

1. The Superintendent of Police in the District is also assisted by Sub-Divisional Police officer of the rank of ASP/DSP, each in charge of a sub-division. A sub-division is further divided into circles headed by Circle Inspectors of Police.

2. Each circle is sub-divided into police stations under a Sub-Inspector who is called the Station House Officer and Child Welfare Officer with Assistant Sub-Inspectors, Head Constables and Constables and wherever necessary with an additional Sub-Inspector to assist him. Some police stations have out-posts and check-posts attached to them and each is manned by ASIs / HCs with constabulary assistance. They are located wherever necessary for the prevention and reporting of crime.

3. The basic functional unit of police is the Police Station, which is called Station House as notified by the Government as per section 2(s) of Cr.P.C. with clearly defined jurisdiction. These Police Stations are classified as law and order police stations, detective Police Stations /CCS, traffic and high way police stations, women police stations Coastal Security Police Stations and Railway Police Stations. Each of the above categories is primarily meant for certain specific police functions as contained in this Manual.

Separation of Law and Order from Crime

4. In all Commissionerate Cities and in 'A' grade municipal towns, there shall be separate Police Stations - one for law and order and another for crime and investigation called as Detective Police Station (DPS).

5. The Govt. of AP issued orders vide G.O.Ms. 190 Home (Legal-II) department dt. 8-8-2013 separating Law and Order from Crime by enhancing strength of CCSs (Central Crime Station).

Co-ordination with Prosecution Department

12 1. All SsP and CsP have to provide suitable accommodation in their Office for the Dy. Directors of Prosecution (Rc. No. 8/M3/2014, dated 12.01.2014 of DGP, AP), as they are designated as Legal Advisors to the SsP / CsP vide G.O.Ms No. 125, Law (LA&J-Home-Courts-A2), Dept., dated; 24.09.2013, Govt of AP.

Duty as A.H.T.(Anti-Human Trafficking) Officers.

2. As all the SsP / CsP are designated as Anti-Human Trafficking (AHT), Nodal Officers (G.O.Ms. No. 165, Home (PS&C A2) Dept, dated: 25.6.2011 of Govt. of AP) and they are mandated to take up the AHT operations. Besides this, all Organized Crime has to be handled by SsP /CsP with all seriousness.

3. The City/ District Special Branch while conducting Passport verification / Job verification have to scan through the data of crime of all Police Stations including AP Police Intranet Data. Verification at a single Police station of residence of the applicant will be a faulty exercise.

   The City DCP (Crimes) / Addl.SP Admn., shall ensure data entry of all arrests made in the city and take up counselling of 'repeat offenders' to prevent recurrence of crime.

Crime Investigation Department and Railway Police

13-1. The Crime Investigation Department (CID) of the State is the main investigating agency of the State consisting of investigating units and teams, the State Crime Records Bureau and the Finger Print Bureau. The Women Protection Cell, the sniffer dog squad and the bomb disposal teams also form part of Crime Investigation Department. Addl.DGP heads the Crime Investigation Department, assisted by IsGP, DIsGP and SsP.

Addl D.G.P., CID supervises functioning of FSL and CLUES teams.

The investigating teams of CID are generally headed by DSsP/Inspectors with Sub-Inspectors, Head Constables, scientific assistants and other specialized personnel. These teams are located either at the State Head Quarters. or at such places as prescribed by the Government/ DGP, AP. These teams (R.C.I.U- Regional Crime Investigation Units) are supervised by SsP/DIsGP/IsGP. The CID will undertake all criminal cases as entrusted by the DGP and the Government besides undertaking direct investigation of specified offences as per the orders of Addl. DGP. The legal branch in CID, consisting of Chief Legal Advisor of the rank of District and Sessions Judge, Legal Advisor and Asst. Legal Advisors, tender legal opinion and advice on all crime matters during investigation, trial and appeal etc. The CID shall be responsible for updating and

maintenance of all crime records and e-governance applications related to Police Department in the State and shall be in overall charge of Criminal Intelligence. CID is a nodal agency in the State for INTERPOL matters.

2. There are two Railway Police Districts with Head Quarters at Vijayawada and Guntakal in the State under the control of Addl.DGP Railways who reports to the Director General of Police (DGP). Each Railway Police district is headed by a Superintendent of Police, who is assisted by one or more DSsP, each in charge of a Railway Police sub-division. Railway Police sub-divisions are divided into Circles under Inspectors and Police Stations under Sub-Inspectors with Asst. Sub-Inspectors, Head Constables and Constables. Addl.DGP, Railways is designated as Anti-Human Trafficking Nodal officer in his jurisdiction (G.O.Ms.No.138, Home (PS & C-A2) Dept. dt.4-8-2012, Govt of AP. He should be in touch with accredited NGOs who work in rescue of Women and Children.

Intelligence Department

14. The Intelligence department is headed by an Addl. DGP, assisted by IsGP, DIsGP, SsP., Addl. SsP., DSsP., Inspectors, Sub-Inspectors and other ranks including ministerial staff. The Shorthand Bureau, the Special Intelligence Branch, the Security Wing and Counter Intelligence Cell also function as part of the Intelligence Department.

Andhra Pradesh Special Police/SAR/CPL Amberpet, Hyderabad.

15. Addl. DGP/IGP, APSP, Armed Police will be in charge of APSP Battalions and SAR/CPL Amberpet (AP Unit) at Hyderabad and will be assisted by IGP APSP. At present, there are 8 Andhra Pradesh Special Police Battalions each under a Commandant assisted by Addl. Commandant and Asst. Commandants. Each Battalion is divided into active Companies, which are again sub-divided into Platoons and Sections. The battalions are controlled by an officer of the rank of IGP assisted by DIsGP. The movement and disposition of these battalions are subject to the orders of the DGP. However, in grave emergencies, the Commissioners of Police, Vishakapatnam, Vijayawada, the Zonal IsG./DIsGP may move them in anticipation of the approval of the DGP. Government has sanctioned 4 Indian Reserve Battalions in the year 2015 and their establishment is underway. SAR/CPL is intended as a stand-by in emergencies and for providing escorts for treasuries, prisoners, ballot boxes, examination question papers and other similar duties. It also provides the police personnel required for staff officers in DGP office. For SAR/CPL Amberpet refer Chapter 42 and G.O.Ms.No. 231 Home (Legal - II) Dept. dt. 11-09-2007 (Part II of APPM, Annexure 23)

Police Transport Organisation

16 1. The Police Transport Organisation (PTO) serving the transport requirement of Police Department with its complement of technical and administrative staff is controlled by the IGP. He is assisted by different ranks of technical and non-technical police officers and other technical staff. The IGP/SP (PTO) reports to the DGP through the Addl. DGP (Technical Services).

Police Communications

2. The Police Communications branch of the State is under the control of the Director of the rank of IGP Cadre/Non-cadre, assisted by technical persons of the rank of DIGP, SP, DSP, Inspector, SI, ASI, HC and Constable. The Director of Police Communications reports to the DGP through Addl. DGP (Technical Services).

Police Computer Services

3. The Police Computer Services is headed by an officer of the rank of IGP, who will report to the DGP through the Addl. DGP (Technical Services). He should liaise with Director, SCRB regarding data entry/ data mining and organise constant empowerment programmes for e-COPS PCs, Police Station Writers, CCs to Inspectors/DSsP/Addl.SsP/ SsP / DIsGP and to the SIs / CIs / DSsP of DCRB / SCRB / RCRBs. A monthly review on the progress should be submitted to the DGP.

He should liaise with the Service providers of all Cell phone Net works and update 'Third eye' data bank. Similarly, liaise with Transport department, Civil Supplies and other departments and upload data in 3rd Eye for verification purpose.

He should liaise with D.G Prisons & Correctional Services for on-line data sharing to prevent offences and track the offenders. He shall endeavour to send F.I.Rs and other 6 Integrated Investigation Forms (I.I.Fs) to the respective jurisdictional Court by duly liaisoning with Registrar Computers of AP High Court.

State Level Police Recruitment Board and Training

17-1. There is a State Level Police Recruitment Board (SLPRB) under Addl. DGP, who is also designated as Chairman of the Board. The Board recruits officers of and below the rank of Sub-Inspectors and Reserve Sub-Inspectors by conducting competitive examinations and also assist Public Prosecutors. The Chairman is assisted by IGP (Recruitment).

2. The Training wing of the police department has various institutions (PTCs at Vizianagaram, Ongole, Tirupati, Anantapuramu) to train officers and subordinates. The prime institution of training is the A.P.Police Academy headed by the Director of the rank of an IGP/ADGP. While the P.T.Cs are under the charge of IGP(Training), D.T.Cs (District Training Centres) /C.T.Cs are under the charge of respective SsP/CsP under the supervision of IGP Training.

Addl. DGP (Traffic and Highways) - Duties and responsibilities

18. The duties and responsibilities of the Addl. DGP (Traffic & Highways) shall be mainly to advise the government on the road safety policies and implement the decisions of the State Road Safety Council and oversee

the functions of District Road Safety Council. He also collects and analyses statistics relating to road accidents, studies and identifies the causes, recommends and monitors the implementation of measures to improve traffic conditions. It is also his duty to devise better methods of training to drivers and to monitor the working of highway patrols. He should liaise with National Highway Authority, State R & B, Panchayat Raj, Municipal Corporations to improve road safety and Prevention of accidents.

Grey Hounds

19-1. A specialized force called "Greyhounds" is under the charge of ADGP/ IGP Greyhounds. It is a commando unit for anti extremists and other special operations and also for imparting specialised training to police personnel in jungle warfare. ADGP/ IGP Greyhounds will function directly under the Director General of Police (DGP).

Home Guards

2. The Home Guards organization is a voluntary organization trained and administered by the police department. The Director General of Police (DGP) is the Commandant General of Home Guards of the State. The ADGP/ IGP Home Guards will be in charge of the entire Home Guards Organization in the State. In the cities, the Commissioners of Police and in the Districts, the SsP are in charge of training and deployment of Home Guards to various organizations that require their services.

A.P Forensic Science Laboratory

3. A.P. Forensic Science Laboratory (APFSL) is headed by a Director and reports to the Director General of Police (DGP) through Addl.DGP, CID. APFSL provides all possible help that modern science can render in crime detection to investigating officers. It also tenders expert scientific opinion in criminal / legal cases. Technical persons of various ranks assist Director in discharge of his duties. The Director shall endeavour to bring in Proactive forensics like Agriculture Forensics, Consumable Food Forensics, White Collar crime Forensics, Environmental Forensics, fair-sex Forensic services, etc., which are citizen-centric.

Department of Prosecution

20. The department of Prosecution of the State headed by the Director of Prosecution, functions under the control of Law Department. The Prosecution Branch oversees the work of all prosecuting officers who conduct police cases in various criminal courts in the State. The Director, Prosecutions should pursue implementation of Sec.25 A (3) CrPC to bring the department under Administration control of Home department.

Organisational Chart of Police Department

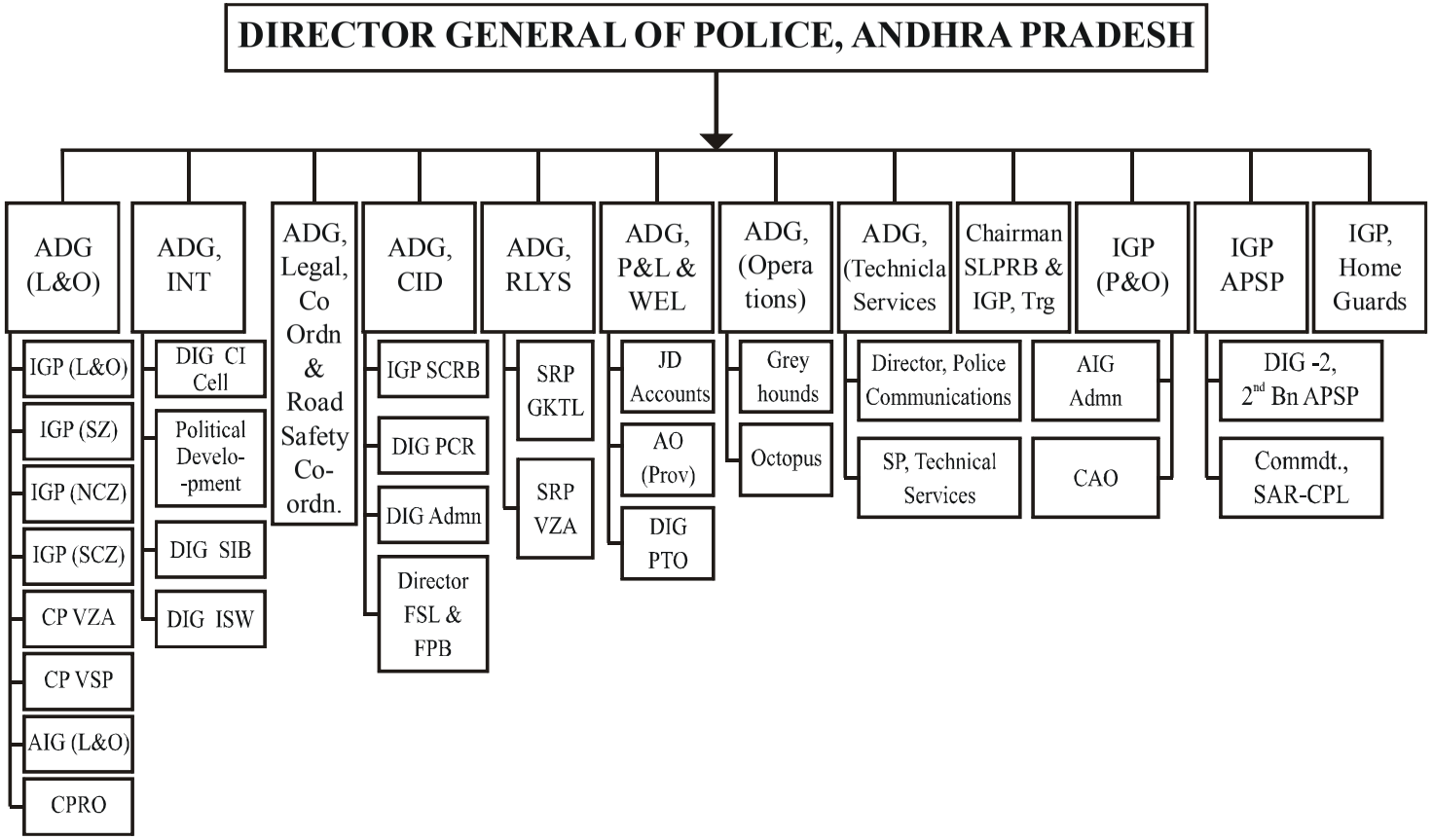
21. The organizational chart of the department is appended to this Chapter.

Women Police Station

Women Police stations namely (i) Srikakulam, (ii) Vizianagaram, (iii) Visakhapatnam (rural), (iv) Visakhapatnam City (v) East Godavari (vi) West Godavari (vii) Krishna (viii) Vijayawada City (ix) Prakasam District (x) Guntur District (xi) Nellore District, (xii) Chittoor District (xiii) Tirupathi (xiv) Kurnool District (xv) Kadapa District and (xvi) Anantapuramu District are declared as full-fledged Police Stations to register and investigate crimes against women, having Jurisdiction in the entire District/City vide G.O. Ms. No. 412 HOME (PSC) Dept, dated : 25.09.2009 of Govt of AP.

To ensure better investigation and promotional opportunities, the Govt of AP vide G.O.Rt.No. 84, Home (Ser-III) Dept dt.17.01.2012 have fixed the cadre strength of women Inspectors 73, Women Sub-Inspectors 250, Women ASIs 309, Women HCs 557, Women PCs 2072 in the combined state of AP.

The Sub Collector /RDO of all Revenue Divisions in the Revenue District in A.P. are designated as Dowry Prohibition Officers u/s 8 (b) of the Dowry Prohibition (A) Act, 1986.


DIRECTOR GENERAL OF POLICE, ANDHRA PRADESH
ADG (L&O)
IGP (L&O)
IGP (SZ)
IGP (NCZ)
IGP (SCZ)
CP VZA
CP VSP
AIG (L&O)
CPRO
ADG, INT
DIG CI Cell
Political Develo--pment
DIG SIB
DIG ISW
ADG, Legal, Co Ordn & Road Safety Co-ordn.
ADG, CID
IGP SCRB
DIG PCR
DIG Admn
Director FSL & FPB
ADG, RLYS
SRP GKTL
SRP VZA
ADG, P&L & WEL
JD Accounts
AO (Prov)
DIG PTO
ADG, (Operations)
Grey hounds
Octopus
ADG, (Technicla Services
Director, Police Communications
SP, Technical Services
Chairman SLPRB & IGP, Trg
AIG Admn
CAO
IGP (P&O)
IGP APSP
DIG -2, 2nd Bn APSP
Commdt., SAR-CPL
IGP, Home Guards

CHAPTER 2

Recruitment and Pay, Probation and Training, Examinations and Promotions of Senior Officers

Gazetted Officers

22. Gazetted Officers of the department belong to the Indian Police Service and the different wings of Andhra Pradesh Police Service. Recruitment to these services is restricted to the citizens of India and is in accordance with the relevant rules.

The Rules regarding Indian Police Service

23 The rules regarding the Indian Police Service are issued by the Central Government in exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 enacted by Parliament in terms of article 312 of the Constitution of India. The State Government issues orders from time to time regarding allowances and other administrative matters relating to the Service. Direct recruitment to this cadre is made by the Central Government on the basis of the results of Civil Services examination conducted by the Union Public Service Commission every year. 33 1/3 % of the senior duty posts borne on the Indian Police Service cadre of the State are reserved for appointment by promotion of Officers of the Andhra Pradesh Police Service in accordance with rule 9 of Indian Police Service (Recruitment) Rules 1954 read with the IPS (appointment on promotion) Regulation 1955.

Scales of Pay of Officers of the Indian Police Service

1. The scales of pay admissible to the officers of the Indian Police Service are governed by the Indian Police Service (Pay) Rules 1954 as amended in 2007 read with IPS amendment Rules 2008 and as determined by the Government of India from time to time. A new concept of 'Bench Mark Score' is introduced in IPS (Pay) Rules 2007. 'Bench Mark Score' shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion or empowerment, as the case may be, to the next higher grade. The bench mark score shall be notified by the State Government for promotion within the cadre and by the Central Government for the purpose of empowerment. Any revision of benchmarks shall have prospective effect.

2. All directly recruited officers, on first appointment, enter into the junior time scale. They are placed in the senior time scale when they attain certain seniority and pass departmental and language test prescribed under rules. Officers of the junior time scale hold the posts of Sub-Divisional Police Officers or other equivalent posts and are designated as Assistant Superintendents of Police or Assistant Commissioners of Police. If posted to a battalion they will be designated as Assistant Commandants. Those in the senior time scale hold posts of Superintendents of Police or other equivalent posts, or Additional Superintendents of Police or Assistant Superintendents of Police Grade-I. An Assistant Superintendent of Police Grade I may be in-charge of a Sub-Division even while drawing senior time scale. The officers are given junior administrative grade after completing 9 years of service, from the 1st January of the relevant years. Promotion to selection grade is available after 13 years of service from or after 1st January of relevant year. The super-time scales are given to Deputy Inspectors General and Inspectors General of Police. The scales above super-time scale are given to the Addl.DGsP and the DGsP.

Andhra Pradesh Police Services

24 1. The Andhra Pradesh Police Service has different wings and each wing is governed by a separate set up of Rules framed by the State Government under article 309 of the Constitution of India, namely viz. 1) The A.P Police (Civil Police) Service Rules, 2) The Andhra Pradesh Police (Armed Reserve) Service Rules, 3) The Andhra Pradesh Police (Special Police Battalions) Service Rules, 4) The Andhra Pradesh Police (Communications) Service Rules, 5) The Andhra Pradesh Police (Transport Organisation) Service Rules. In addition to these, Rules are also framed for other wings like Finger Print Bureau and Forensic Science Laboratory etc.

Each wing of the A.P Police Service as per the rules consists of the following categories of officers.

A. A.P Police (Civil Police) Services

Superintendent of Police (Non-Cadre)	Special Category
Addl. SP/OSD/Addl. DCP (Non-Cadre)	Category-1
DSP / ACP other than ACP Hq., and CAR	Category-2
a) Inspector of Police	Category-3
b) Inspector of Police (Women)	Category-3

B. A.P Police (Armed Reserved) Service

Commandant A.R. including Commandant	Category-1
Home Guards and Principal PTC	Category-1
DSP (AR), Asst. Commandant	Category-2
CAR and CAR Hqrs.	Category-2
Vice Principal PTC Anantapuramu.	Category-2
DSP (Home Guards), Asst. Inspector of Arms.	Category-2
DSP (AR) Internal Security Wing and CO stores	Category-2
Reserve Inspector (AR) including Store Keeper and Chief Drill Instructor	Category-3

C. Andhra Pradesh Police (Special Police Battalions) Service

DIGP (Non-Cadre)	Category-1
Commandant/Addl. Commandant	Category-2
Asst. Commandant	Category-3
Reserve Inspector	Category-4

D. Andhra Pradesh Police (Communications) Service

Director (In the grade of IGP (Non-Cadre))	Category-1
Addl. Director (In the grade of DIGP (Non-Cadre))	Category-2
Supdt. of Police (Communication)	Category-3
Dy. Supdt. of Police (Communication)	Category-4
Inspector (Communication)	Category-5

E. A.P Police (Transport Organisation) Service

Director (Police Transport)	(Cadre Post of IPS in Rank of IGP)	
Addl. Director (Police Transport)	(In the grade of DIGP (N.C)	Category-1
Senior Joint Director	(In the grade of SP)	Category-2
Joint Director	(In the grade of Addl. SP)	Category-3
Assistant Director	(In the grade of Dy.SP)	Category-4
Senior Supervisor	(In the grade of Inspector)	Category-5

2. Appointment to these services is made by the State Government except in the case of the last two categories of each service. The second level Gazetted Officers i.e, the last but one category of each service are appointed by the Head of the Department i.e. DGP. The last category of officers in each service is appointed by the concerned DIGP/CP/ IGP/Director Communications/IGP PTO from the list of officers approved by the DGP. All appointments are done as per relevant service

rules only, which are notified by the Government and communicated to DGP from time to time.

3. The State Public Service Commission is consulted by the State Government in the case of appointments to the category –2 of civil Police.

Grants for Uniform

4. The rules regulating grants to officers of the IPS for the purchase and renewal of the same are contained in the IPS (Uniform) rules 1954 issued by the Central Government.

5. The rules regulating the initial and renewal grants to the officers of the A.P.Police Service are notified by the State Government from time to time.

Resignation of appointment

6. No officer of the IPS or the A.P Police Service is entitled to resign his post without the prior sanction of Central Government or State Government as the case may be or as provided in the relevant service rules.

Probation and Training of IPS Officers

Assistant Superintendents of Police

25. 1. Assistant Superintendents of Police on appointment will be on probation for a period of two years from the date of appointment.

2. A Probationer shall be liable to be discharged from service, if on any information received relating to his nationality, age, health, character and antecedents, the Central Government is satisfied that the probationer is ineligible for or unfit for being a member of the Indian Police Service; or he fails to comply with any of the provisions of the Indian Police Service (Probation) Rules 1954.

Training at National Police Academy, Hyderabad.

3. Every probationer shall on appointment undergo training for a prescribed period, inclusive of the Foundation Course at the LBS National Academy of Administration, Mussoorie and attachment with the Army, CPMF, NSG and CBI. The training at SVP National Police Academy, Hyderabad comprises of two phases. The first is for 44 weeks and the second phase is for 6 weeks. Every probationer shall be required to obtain at final examination a minimum of such marks as the Central Government may in consultation with the Union Public Service Commission decide.

4. On completion of the first leg of training at the SVP National Police Academy, Hyderabad, probationary Assistant Superintendents of Police shall undergo training at the AP Police Academy, and Greyhounds and the practical training in the districts. Thereafter they shall proceed for the second phase of training at SVP National Police Academy, Hyderabad for 6 weeks which includes 2 weeks of foreign exposure visit to give participant a global perspective.

Posting to a Sub-Division

5. A probationary Assistant Superintendent will be posted to a Sub-Division after he/she has shown themself to be capable of taking charge of one.

6. **Revised Training syllabus of IPS (Prob) in Academy / Training institute of Police Department of Government of Andhra Pradesh.** (to be 30 working days)

    1. Grave Crime and specially Grave Crime classification and report writing.
    2. AP Gaming Act, 1974, AP Forest Act, 1967 / AP Excise Act, 1968, A.P. Ragging Act, 1997 - Preparing FIR, writing seizure panchanama.
    3. Dowry death - Dowry Murder - Report writing from FIR to charge sheet u/s 304 B IPC r/w 113 B Evidence Act - Mock entry in 'Intranet'.
    4. Rape / Gang rape report writing from - FIR - remand report - medical examination of accused u/s 53 A Cr.PC of victim u/s 164 (A) Cr.PC video recording of 161 (3) by Police / u/s 164 Cr. P.C. by the Magistrate. Medical examination of accused u/s 53/53(A) Cr.P.C. writing letter of advise to FSL/other Experts.
    5. Investigation of a case of Human Trafficking - Rescue of minor trafficked victims from FIR to charge sheet u/s 366 A, 366 B, 370, 372,373,376 (D) of IPC, Sec. 3 r/w 4, Sec.5 r/w 6 of POCSO Act, Sec 3 to 7 of I.T.P. Act - Special Police Officer provisions u/s 13 of Immoral Trafficking Prevention Act.
    6. Asset forfeiture and auction proceedings under A.P Protection of Depositors of Financial Establishment Act, 1999.
    7. Preventive Detention - writing a report to detain an anti-social person under National Security Act, 1980, A.P. Prevention of Dangerous Activities of Bootleggers Dacoits, Drug Offenders, Goondas and Immoral Traffic Offenders and Land Grabbers Act, 1986, AP Prevention of Dangerous Activities and Communal Offenders Act, 1984.
    8. Externment under City Police Act, AP Prevention of Anti Social and Hazardous Activities Act, 1980.

9. Lok-Adalat cases classification and presentation before Secretaries of Legal Services Authority (Compoundable cases)
10. Plea bargaining u/s 265 (A to E) Cr. PC, manner in which the proceedings are to be taken up
11. N.D.P.S Act-1985 - writing seizure panchanama, statutory obligation and procedures.
12. Investigation of custodial rape, Lock-up death / Human right violation by police, coupled with Sec.176 Cr. PC proceedings -
13. Community policing methods and Dial 100 system - Response Policing.
14. Punishments and Rewards - Writing of memos.
15. How to conduct Oral Enquiries and write minutes.
16. (a) Investigation of SC/ST (POA) Act cases from FIR to Charge sheet

    (b) Investigation of Cyber crimes from FIR to charge sheet.
17. In-house training HRD/HRM matters to improve service delivery. Focus on learning outcomes
18. Use of Telugu language as Court language (Sec. 272 Cr. PC) r/w G.O. Ms. No. 485 of Home (Courts-B) Department, Govt., of AP. Dt. 29.03.1974.
19. Admissible / Inadmissible Evidence issues in drafting charge sheets (Two case studies of Good / Bad cases)
20. Conducting Test Identification Parade (54(A) Cr.P.C) and submitting requisition to Court for recording specimen hand writing u/s 311(A) Cr.P.C.

Evidence Act - Refreshing memory with practical case studies.

21. Collection of Oral evidence (Sec.60 of Indian Evidence Act)

    Documentary evidence, primary evidence (Sec.62 of Indian Evidence Act)

    Secondary Evidence (Sec.63 of Indian Evidence Act)

    Relevancy of Experts evidence (Sec.45 of Indian Evidence Act)

    Opinion and examination of Expert evidence (Sec.45A of Indian Evidence Act), Admissibility of electronic and Records (Sec.65 (B) of Indian Evidence Act), Relevancy of entry in public record made in performance of duty (Sec.35 of Indian Evidence Act), Dying declaration (u/s 32 of Indian Evidence Act), Motive, Preparation and previous or subsequent conduct (Sec.8 of Indian Evidence Act), Facts showing

existence of state of mind or of body, or bodily feeling. (Sec.14 of Indian Evidence Act)

Presumptions regarding abetment of suicide(Sec.306 IPC r/w Sec. 113 A of Indian Evidence) Dowry deaths u/s 304(B) IPC r/w Sec.113(B) of Indian Evidence Act, Absence of consent in rape cases u/s 114(A) of Indian Evidence act, Examination in Chief(Cross/Re-examination u/s 137 of Indian Evidence Act), Sec.148 to 152 of Indian Evidence Act, what questions can be asked by defense counsels/what question need not be answered.

22. Return of property to the owners u/s 451 Cr.P.C.(Pending trial), u/s 452 Cr.P.C.(on conclusion of trial)

23. Opening history sheets/ land grabber sheets/Rowdy sheets/Sex offenders sheets (those involved in Rape/Trafficking), child labor traffickers sheets under PSO 596 to 600 of APPM.

24. Goal setting for a Sub-Division service delivery for the next one year based on local policing - Response policing - Targeted policing issues.

25. Payment of compensation to victims of violence under various G.Os of Government and also u/s 357(A) Cr.P.C by Secretary, Legal Services Authority .

26. Visit to Observation Home/Special Home/Place of Safety/Children Home, trafficked victims Rescue home in mufti and interaction.

Probation and Training of Deputy Superintendents of Police :

26 1. The probation and training of directly recruited Deputy Superintendents are as per the rules prescribed by the Government from time to time.

2. On appointment, the Probationary Deputy Superintendents of Police will undergo training in the AP Police Academy/Police Training College, Anantapuram, as the case be for such duration and in accordance with such syllabus as may be prescribed from time to time. The Probationary Deputy Superintendents of Police will undergo training in the Districts in accordance with the prescribed schedule after the Induction Training Course.

3. The period of probation will be 2½ years on duty within a continuous period of 3 years. On completion of this prescribed training Probationary Deputy Superintendents of Police will be posted to Sub-Divisions as well as Assistant Commandants to the Battalions as is necessary and as prescribed.

Examinations and qualifying tests for IPS Officers

27 1. As per rule 7 of the IPS (Probation) Rules 1954 and as required by Item (Regulation) 4 of the Indian Police Service (Probationer's Final Examination) Regulations, 1987, every probationer shall, at or about the end of the period of training in the SVP National Police Academy, appear at a final examination and other examinations, both Indoor and Outdoor, which are conducted by the Director SVP National Police Academy in the manner laid down in the IPS (Probationer's Final Examination) Regulations, 1999. He shall be required to obtain a specified standard represented by a minimum mark in each subject as the Director, NPA may determine with the prior approval of the Government of India.

2. Every probationer shall also be required to attain such standard of proficiency, as the Director, SVP National Police Academy may determine with prior approval of the Central Government in - (i) Regional language of the cadre to which he is allocated; (ii) Hindi except for candidates who are examined in Hindi as their Regional language; (iii) Map Reading and Plan Drawing; (iv) First Aid and Ambulance Drill; (v) Wireless Communication; (vi) Motor Mechanics; (vii) Driving and any other subject that may be prescribed.

3. According to rule 9 of the Indian Police Service (Probation) Rules, 1954, where a probationer fails to obtain the minimum number of marks prescribed for any subject, group of subjects or part of the final examination, under the regulations framed in rule 7 of the IPS (Probation) Rules,1954, the Central Government may permit him to appear for re-examination in the subject or subjects in which he failed to secure the prescribed minimum marks, provided that the marks awarded to a probationer in such re-examination shall not be taken into account in determining his seniority.

4. A probationary Assistant Superintendent in this State is required to pass the following examinations, which are conducted by the State Public Service Commission or by APPA as prescribed from time to time;

   A. Andhra Pradesh Police Manual ;

   B. Language tests ;

      i. If his mother tongue is Telugu, Telugu and Hindi by the higher standard; and

      ii. If his mother tongue is a language other than Telugu, Telugu by the higher standard and Hindi by the lower standard ;

iii. If the mother tongue of an officer is Telugu, he may appear for the higher standard test direct in that language without first appearing for the lower standard test ;

5. The advance increments and ordinary increment of a Junior Time Scale Officer of the Indian Police Service on passing departmental tests shall be regulated as per orders of the Government from time to time.

Examinations and qualifying test for Dy. Superintendents of Police (Civil) :

28. 1. Deputy Superintendents recruited other than by promotion from the Andhra Pradesh Police Subordinate Service, should pass the examinations specified in rule 9 of the Andhra Pradesh Police (Civil Police) Service Rules, 1998 conducted by APPSC within the period of probation. Every person appointed to the service shall also pass the departmental tests as prescribed by the Director General of Police from time to time for promotion or appointment by transfer.

2. They shall also appear for a test and pass in "First Aid to the Injured" conducted by the St. John's Ambulance Association, whenever such examination is held.

In Service Training of Officers

29. The Officers of IPS or APPS will be required to successfully complete the in-service training courses that are prescribed from time to time

Promotion of IPS Officers

Promotion to Senior Time Scale Posts (ASP Gr. I/Addl. SP/SP)

30 1. The Director General of Police may evaluate the performance of those members of the service who have completed 4 years of service, for deciding their suitability for promotion to Senior Time Scale posts ; keeping in view the provision of rule 6A of the IPS (Recruitment) Rules, 1954, and make suitable recommendations to the State Government. This Scale shall be available from or after the 1st January of the relevant year and subject to availability of vacancies in this grade.

Promotion to the Junior Administrative Grade

2. This grade is non-functional and shall be admissible without any screening to all the officers working in the Senior Time Scale who have completed 9 years of service, from 1st January of the relevant years.

Promotion to the Selection Grade

3. A Committee consisting of the Chief Secretary, the Secretary in charge of the Police Department and the Director General of Police may screen the

cases of those officers in the Junior Administrative Grade who have completed 13 years of service, for promotion to the Selection Grade as per the provisions of the IPS (Pay) Rules, 1954/2007/2008. On the basis of merit with due regard to seniority selection grade will be available from or after 1st January of the relevant year subject to the availability of vacancies in the said grade.

Promotion to Super-Time Scale and the above Super-Time Scale Post

Composition of the Screening Committee

4 (A). For Super-time Scale Posts : The Screening Committee for this purpose, (For promotion to the grades of DIGP and IGP) would be the same, as the one constituted for Screening of officers for promotion in the selection grade.

(B). For the above Super-Time Scale Posts : The Screening Committee for promotion of an officer to the grade of Director General as well as Addl. Director General of Police and/or equivalent post, would consist of (i) Chief Secretary, (ii) one non-IPS officer of the rank of Chief Secretary and working in the State Government (iii) Director General of Police and (iv) an additional member in case there is a senior officer available who is holding independent charge of Home Secretary and is in the rank of Addl. Chief Secretary or Chief Secretary.

Zone for Consideration :

5. The zone of consideration of officers for promotion to various grades, would be as follows, depending upon the availability of posts :

A.	For promotion to the Grade of DIGP	Officers who have put in 14 years of service
B.	For promotion to the Grade of IGP	Officers who have put in 18 years of service
C.	For promotion to the Grade of Addl.DGP	Officers who have put in 26 years of service
D.	For promotion to the Grade of DGP	Officer who have put in 30 years of service

Method of Selection

6. Selection should be based on merit, with due regard to seniority as provided in sub-rule 2A of Rule (3) of the Indian Police Service (Pay) Rules, 1954.

7. Suitability of officers to hold posts of and above the selection Grade may be adjudged by evaluating their character roll record as a whole and general assessment of their work.

8. An officer who has not been included in the panel other than DGP in the first instance should be eligible for reconsideration after earning two more annual confidential reports. For DGP level, reconsideration could be after earning at least one more ACR.

9. Special review may be done in cases where adverse remarks in an officer's annual confidential reports are expunged subsequently as a result of his representation/memorial.

Period of validity of the panel

10. A fresh panel should be prepared as soon as all the officers in the earlier panel have been promoted for. Empanelment of officers shall be considered batch-wise. Care shall be taken to ensure that officers are suggested/ considered for appointment to various grades in the order of their inter-se position in the panel. The record of the officers who have been empanelled for promotion but are yet to be promoted despite a lapse of 2 years, may be screened to see if in the last two years, there had been any deterioration in their standard as would warrant their delisting from the panel.

11. If a vigilance or departmental inquiry has been started against an officer on the panel after a preliminary enquiry establishing charges prima facie, the said officer shall not be promoted, pending the result of inquiry.

Appointment of Members of State Police Service to the IPS

31. Appointment of State Police Service members from the rank of Dy. Supdts of Police/Addl. Supdts. of Police/ Supdts. of Police (Non-Cadre), shall be made by the Union Government from the Select List of State Police Officers to the post borne on the State Cadre in accordance with the provisions of Rule-9 of the Cadre Rule, 1954. The recommendations of the State Government for preparing Select List, which are received by the Union Government, shall be placed before a Select Committee constituted for the purpose in accordance with IPS (Appointment by promotion) Regulations, 1955. The recommendations of the Committee are forwarded to the Union Public Service Commission for approval of Select List and the Union Government appoints the members to IPS from the Select List so approved. In recommending such appointments to the Union Government, the State Government shall follow the order in which the names of such officers appear in the Select List.

Promotion to the rank of IGP (Non-Cadre)/DIGP (Non-Cadre) etc.

32 1. Appointment to these posts shall be made from the category of DIGP (Non-Cadre)/ Commandants/Addl. Commandants or SP Communication respectively as the case may be, in accordance with the relevant service rules subject to the availability of the post and the eligibility on the ground of merit and ability, seniority being considered where merit and ability are approximately equal.

Promotion to the Rank of Superintendent of Police (Non-Cadre)

2. Appointment to the Post of Superintendent of Police (Non-Cadre) shall be made from the Category of Additional Superintendents of Police (Non-Cadre) on the grounds of merit and ability, seniority being considered where merit and ability are approximately equal. The Additional Superintendents of Police who have put in minimum service of 2 years as on first January of the year of selection shall be eligible for consideration.

Promotion to the rank of Additional Superintendent of Police (Non-Cadre)

3. Appointment to the post of Additional Superintendent of Police (Non-Cadre) shall be made by promotion from Deputy Superintendents of Police (Civil) who have put in 5 years of minimum service as on 1st day of the September of the year of selection on the grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

Promotion to the rank of Additional Commandant/Commandant APSP Battalions

4. Appointment to either of these posts shall be made by promotion from Assistant Commandants of APSP Battalion, on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. The post of Commandant, APSP Battalions shall be filled by seniority from the list prepared for the purpose

Promotion to the rank of Commandant Home Guards/Addl.DCP, CAR Head Quarters

5. Appointment to these posts shall be made by promotion from amongst the eligible DSP (AR) based on merit and ability, seniority being considered where merit and ability are approximately equal.

CHAPTER 3
Powers and Duties of Senior Officers

Director General of Police

33 1. The Director General of Police is the Head of the Police Force (HoPF) of the State. His main role is Law enforcement and thereby, to promote the dynamic Rule of Law. The functioning and administration of the police throughout the State are vested in him. He advises the Government on all police matters, both administrative and operational. He is responsible to the Government for the internal management, economy, equipment, training, discipline and efficient discharge of duties by all members of the force. He is ultimately responsible for making the Police organization fully efficient at all levels for preventing and detecting crime, maintenance of public order, law and order, safety and security and preservation of peace. He has to keep the Government informed of the state of crime and all political, communal, subversive and terrorist movements throughout the State and to advise the Government as to the manner of dealing with them. He derives his powers from Indian Police Act 1861, AP (Andhra Area) District Police Act, 1859 and several laws enacted by Government of AP, Government of India from time to time.

2. Subject to approval of the Government, he is vested with powers to frame such orders and regulations as may be necessary and expedient related to the prevention and detection of crime, promotion, preservation and maintenance of law and order, public order, public safety and security of the State and also related to the general management, utilization and deployment of the police force, the places of residence, classification, rank and particular service of the members there of, inspection and description of arms, accoutrements and other necessities to be furnished to them, institution management and regulation of any police fund and prescribing books, register and returns to be submitted by the said force. He is also vested with powers to frame such orders and regulations related to the collection and communication of intelligence and information, and all such other orders and regulations related to the said force as he deems expedient from time to time for preventing abuse or neglect, for ensuring adherence to the guidelines of superior courts in the matters of investigation, arrest and other related matters and for rendering such force professionally efficient in the discharge of all its duties.

3. As Head of Police Force (HoPF), he is the chief authority to coordinate and direct operations for the maintenance of public order, security and law and order, particularly in the event of widespread strikes, industrial unrest,

riots, communal, subversive, terrorist disorders, or violent political movements. Police action and dispositions necessary to combat such disturbances or movements will be under his general direction and control.

4. The strength of the police force as a whole and of various ranks is fixed by the Government. Any permanent increase or reduction in respect of these, in a Unit can be done, with prior approval or sanction of Government. It will, however, be within the powers of the Director General of Police (a) to re-allocate the strength within the police Units according to the exigencies of the administration arising from time to time, provided it does not exceed the total approved strength and ranks of the district or equivalent formations and (b) in the interests of improving quality of investigation or for more effective supervision or for improving technical support, to convert any posts from one rank or category or class to the other in respect of executive, ministerial and technical wings of the department and to position them anywhere with the approval of the Government.

5. The Director General of Police shall have the powers of a District Magistrate throughout the State. These powers will be exercised in accordance with the provisions of the Code of Criminal Procedure 1973.

6. He shall devote himself to **'five year strategic policing plan'** and **'yearly action plan'** for improving and making the entire state police an effective and impartial law enforcement agency, utilizing fully the latest concepts of police management, training and modern science and technology, including the application of Information Technology in the police department. Up gradation of skills for career development through training including **'on the job training'** and the improvement of supervisory and monitoring system in the police department shall be one of his core functions.

7. He shall be the Chief of all Police Officers. He shall remain responsible for policy, direction and supervision of the entire State police and for ensuring co-ordination between different wings of the police and with other departments of the State and other States. He shall exercise all disciplinary and financial powers of a Head of Department and as authorized by the Government.

8. The DGP will be responsible for effective implementation A.I.S (Conduct) Rules 2014 among all IPS officers.

9. The Director General of Police shall send reports to the Chief Secretary to the Government, with copies to the Chief Minister, the Home Minister and the Principal Secretary to the Government, Home Department and the Secretary to the Governor, on the subjects mentioned below. However, the S.P., IG/DIGP, C.P, Addl.DGP, Addl.DGP CID may also send report directly to the Government as above under intimation to DGP to save delay.

a. Disturbances occasioned by communal or caste or regional, or linguistic considerations.

b. Terrorist, extremist and subversive sabotage incidents and matters concerning internal security.

c. Riots involving breach of peace or death of any person, if they are of a specially grave nature.

d. Riots involving the use of fire arms and/or explosives.

e. Assault on the police, in which death or serious injury to the police is reported.

f. Cases of possession or manufacture and use of bombs or explosives or IEDs resulting in death or grievous hurt. The source of bomb making material to be traced and action taken.

g. Serious fire accidents which involve loss of properties worth Ten lakh of rupees and above, or loss of human life, even by implication, irrespective of properties lost and their value or accidents involving serious irregularities attributable to mischief or foul play.

h. Fasts, Hartals, Strikes, Road blocks, Rail rokos and Satyagrahas of all kinds.

i. All incidents in which fire is opened by Government servants.

j. All cases of alleged torture by the police or death or grievous injury caused while in police custody and to follow NHRC guide lines.

k. All other important and grave occurrences not covered by items (a) to (j) above, which may be of interest to the Government.

l. Caste-motivated offences of murder, violence resulting in grievous hurt, rape and serious mischief or arson committed on members of S.Cs and S.Ts.

m. Organized crime that affects civic life and security.

n. Any other matter on which the Government may call for a report.

10. Copies of reports on item 'g' shall also be sent to the Principal Secretary Revenue Department. Likewise copies of reports on such matters as strikes and student agitations shall be sent to the Minister and Secretary concerned.

11. His other important functions and responsibilities include, the enforcement of Code of Conduct among the Police Officers of all ranks, Police welfare and housing and a proper mechanism for redressal of grievances.

12. In the discharge of these functions the DGP has full authority to delegate and entrust any of the functions to the officers subordinate to him as permissible under rules and regulations.
13. The DGP, by order in writing, may make any internal changes in the manpower allocation to units.
14. The DGP may designate one of the staff officer as Estate Officer for AP (Please PSO 791-5 also)

Addl. DGP - Law and Order :

34 1. The Addl. Director General of Police (L & O) is the staff officer of the DGP to assist him in the matters of maintenance of public order, law and order, planning and implementation of operations, supervision of major bandobast, supervision of action plans for all situations effecting peace including terrorist and subversive activities, all major agitations including communal, caste, regional agitations subject to the control of DGP. IGP (L&O), IsGP, South Zone, North Coastal Zone and South Coastal Zone, CsP, Vijayawada and Visakhapatnam, Range DIsG, AIG(L&O), CPRO have to report to him.

2. Functions :-

I. a) Assisting DGP in the supervision, management and leadership of the Police, and in maintaining discipline, morale and high professional standards of work at all levels;

b) Organization and implementation of preventive measures, particularly Police beat system, patrols, surveillance, naka bandi, preventive detentions, externments etc., by the SsP/CsP concerned.

c) Personal direction of measures necessary for maintenance public order, law and order and assisting DGP in operations, coordination and reporting matters;

d) Organisation and implementation of Community Policing schemes, promoting mutual understanding and trust between Police and Public.

e) Supervision of work as entrusted by the DGP.

II. Administrative Work :

a) All administrative matters relating to promotion of IPS officers and Gazetted Rank and allied matters thereof.

b) All Administrative matters specifically assigned by DGP.

c) Matters relating to discipline of staff in his charge, he shall exercise the powers delegated to him by DGP. He shall be provided with confidential section.

III. Supervision of field Units :

a) Annual inspection of Zonal IsG/DIsGP offices and one District office in each Zone;

b) Meetings and scrutiny of work of officers in the District with reference to specific items of allotted work;

c) Scrutiny and compliance with the Code of Conduct, police regulations and providing guidance through proper instructions in the monthly reports of the CsP, SsP and the Zonal IsG/DIsGP. The monthly reports will be forwarded with his comments or instructions to the DGP before they are returned to the concerned.

IV. Coordination :

a) Coordination and cooperation within Police, with other branches, Inteligence, CID, Government and other states.

b) Attend meetings on subjects of his charge on his own or on behalf of DGP;

c) Preparation of schemes including internal security scheme and contingency plans for maintenance of peace and public order in connection with elections, major festivals and fairs or agitations or violent incidents and their implementation both at the State and local levels by concerned officers;

d) Preparation of disaster relief plans and implementation thereof.

e) Visit personally areas of serious breaches of peace or misconduct by police and direct operations to control the situation;

f) Provide assistance, wherever necessary, in the matters of investigation of cases, apprehension of offenders, searches, seizures and preservation of scene;

g) Where specific crimes as contemplated in order No.33 are registered and are investigated, progress reports in those cases, if required, shall be sent to the Government by Addl. DGP, CID. However, situation reports should be continued to be sent by Addl. DGP (Law & Order) along with reports on specific crimes, till the situation returns to normal.

All Staff Officers will assist him in achieving these objectives.

Any other duty incidental and necessary to the above as directed by the DGP

Addl. DGP - Crime Investigation Department (CID) :

35. 1 His main role is to ensure performance of one of the most vital functions of police i,e investigation and detection of cases in the State subject to the general control and supervision of the DGP. He is directly responsible for efficient functioning of investigation agencies, Co-ordination and supervision of investigation of all CID cases in the State and for ensuring co-ordination

with other States, national agencies and through them with other countries. He shall plan and implement schemes to employ latest advances in Science and Technology in the field of investigation, to upgrade investigative skills of Police Officers, to build an effective criminal records and intelligence system and to ensure integrity and impartiality in investigation. He shall allocate tasks and duties to various officers in CID including coordinating function. The Addl. DGP CID will have full powers of Head of Department (HoD) in financial matters. He shall also have all disciplinary powers in accordance with the APCS (CC&A) rules, existing in so far as CID staff is concerned. Where Specific crimes as contemplated in order No. 33-8 are registered and investigated, progress reports in those cases, if required, shall be sent to the Government by Addl.DGP CID.

General Functions of Addl. DGP, CID.

2 A. Supervision and control of the Forensic Science Laboratory.

B. Administrative and operational control of the State Crime Records Bureau (SCRB), Finger Print Bureau (FPB), updating the State-vide data of arrested offenders in AP Police Intranet including missing children and un-identified dead bodies.

C. Mutual cooperation and liaison with other States, national agencies such as Interpol of CBI, NCRB, N.I.A, INTERPOL, MHA, NCB, Enforcement Directorate, Enforcement Wing of Customs, Excise, Banking, F.I.U (Financial Investigation Unit) of New Delhi, CBDT (Central Board of Direct Taxes) and Railway Protection Force;

D. ADGP CID is the Interpol liaison Officer who sends proposals for issuance of Red corner Notice to the CBI Interpol and Nodal officer for issuance of look out circulars by Joint Director, MHA (Immigration) New Delhi.

E. General direction, supervision and coordination of investigation of important cases; across the State.

F. Maintenance, up-dating, custody and use of criminal records, and criminal intelligence systems;

G. Organize research, study and analysis of crime and rendering advice to frame guidelines on measures to prevent and detect crimes; and relevant data entry in e-COPS/ Police Intranet.

H. Constantly update and apply the scientific and technological aids available for crime detection, their adoption and application by the field staff including Forensic auditing.

I. Assist the DGP in directing operations to control outbreak of crime, investigation of offences in situations of serious and widespread riots or agitations and in compiling necessary reports to Government and others;

J. Keep DGP and the Government informed of the state of affairs in his charge from time to time. Brief the DGP on crime pattern, measures to be taken by SsP/CsP.

K. ADGP CID is the Anti-Human Trafficking Nodal Officer vide G.O.Ms No. 165, Home (PS & CA2) Dept. dt. 25-06-2011 of Govt. of AP, (Ref SOP at PSO 538.5) for the State of AP and Co-ordinate with Government of India, MHA, Railways, Transport Corporation and NGOs.

L. ADGP, CID is the anti-video piracy officer for the state of A.P.

M. Where the Superior Authority orders for a preliminary enquiry in any matter to CID or ADGP, CID takes up *suo-motu* any complaint given to him, he may cause such preliminary enquiry and forward the report to the concerned, where expedient, he will also take necessary legal action.

N. He is the 'Competent Authority' for freezing assets under AP Protection of Depositors of Financial Establishments Act, 1999.

Duties and Responsibilities of Addl. DGP, CID

3. He will conduct annual inspection of the work and records of Inspectors General working in the CID. He shall ensure frequent visits and annual inspections of Districts, Railways and City Crime Branches by himself or by IsGP CID, nominated by him. The SP/DCP of the District/ Commissionerate should be present during such inspections. However, Addl. DGP, CID, himself will do the annual inspection of SCRB, FPB, and Research Wing. His other duties include :

   A. Registration of cases at CID Police Station '*suo motu*' by orders of ADGP, CID and taking over investigation of serious cases from local Police.

   B. Personal visits to places of investigation of serious crime, which is likely to generate insecurity, panic or attract widespread public and media attention ;

   C. To assess the quality, conduct, performance of Investigating Officers, efficacy of methods and handicaps experienced by them by touring and to take such remedial steps as required for quality investigation and for effective coordination ;

   D. To prepare replies to Legislative Assembly/Council/Rajya Sabha/Lok Sabha questions (RSQs / LSQs) and brief the Home Minister.

   E. To arrange and monitor collection, storage, updating, retrieval, and use of data on crime, Criminals, opening and maintenance of dossiers, collection and dissemination of criminal Intelligence ;

F. Introduction of automatic search facility for fingerprints and equipment for identification by portrait building with accessibility of such facilities by Investigators all over the State ;

G. Publication of Gazettes for internal use, analysis reports, and lapses noticed in grave cases disposed off in courts ;

H. To communicate Apex Court Bench judgments in important cases of murder, dowry death, abetment to suicide, dacoity, robbery, Sec 498 A IPC cases, cheating and forgery cases and such other directions that are mandated by courts for implementation.

I. Provision of adequate working space, equipment, transport, communication, stationery and funds required for all investigating teams;

J. Update investigative skills and assign specific tasks to the Research Wing particularly the study of judgments, journals and publications, Acts and laws which police have to enforce, and communicate constantly the results to all the concerned in the form of guidelines;

K. To ensure that the disposal of every case after investigation by CID has the approval of ADGP, CID after being scrutinized by concerned SP/ DIG/IGP.

L. To liaise with various departments like District Legal Services Authority, Women & Child Welfare Dept, Revenue/Excise/Forest Departments.

Addl. DGP Co-Ordination, Legal and Road Safety

36 His role shall be to perform all Co-ordination matters on behalf of DGP, all legal matters and take care of Road safety issues.

Functions of ADGP/ IGP Legal

A. The legal section deals with all court litigations related to service matters of all ranks of Police Department upto the rank of S.P (Non cadre) filed in AP Administrative Tribunal, High Court and Supreme Court of India. On receipt of interim orders from the Hon'ble Courts, the concerned unit officers have to be instructed to take follow up action thereon.

B. Subsequently, draft parawar remarks to the averments made in the O.As/ W.Ps have to be carefully prepared and sent to the G.P, APAT / High Court along with connected records for his approval and return. On receipt of approved parawar remarks, fair counter has to be prepared and filed in the Hon'ble Court. In cases, where there is difficulty in implementing the final decisions, an appeal has to be preferred with the approval of Government Pleader, AP High Court. The unit officers have to be reminded to take immediate steps to meet officers/law officers, dispose of pending O.As/ W.Ps

C. Addl.DGP (Legal) is also the Nodal officer for Human Rights Cell in the Police Head Quarters of AP State. He will deal with all correspondence from NHRC, SHRC, NCSC, NCST, Woman Commission etc. and other National and State Commissions and carry out these instructions with Police units in Andhra Pradesh. The nodal officer will also receive complaints from General public on Human Rights Violations and forward the complaints to the Unit officers to handle cases and report Human Rights violations. Instructions have to be issued to the Unit officers from time to time to follow the guide lines of NHRC in Custodial Death/ encounter death, conducting postmortem examination, precautions to be taken at the time of arrest or detentions.

D. Regarding Motor Accident Claims, as and when a report is received from the unit officer seeking compensation to the victim families, immediate action is taken to address the Government for release of decretal amount.

E. Writ Petitions, Public Interest Litigations and Miscellaneous Court Matters.

F. Annual Inspections of Range offices.

G. Surprise Visit / Inspection of staff and superior officers.

H. Filing of Criminal Appeals, Special Leave Petitions.

I. Transmission of Summons and Warrants to the Unit officers received from other states.

J. The legal section deals with RTI and its related matters.

Functions of ADGP Road safety:

A. Functions of State Road Safety Authority as per National Road Safety Council guidelines of Ministry of Road Transport and Highways and in accordance with AP State Government guidelines.

i. The State Road Safety Authority shall perform functions in accordance with National Road Safety Council guidelines and in accordance with any directions that may be issued by the National Authority / AP State authority in this regard.

ii. The State Road Safety Authority shall exercise and discharge throughout the State the following powers and functions -

a. Prepare and implement a State Road Safety Improvement Plan (SRSIP) consistent with the National Road Safety Council and on the basis of consulation with other agencies including the National Authority, State Transport Department and the State Police.

Provided that appropriate provisions shall be made by the State Government for financing for the measures to be carried out under the State Road Safety Improvement Plan.

b. Coordinate and direct the activities of the implementation agencies notified by the State Government under consistent with any regulations, guidelines, recommendations or directions made by the National Authority ; and

c. Collect and store data in accordance with rules and regulations specified by the National Authority in this regard.

iii. For the purpose of exercising and discharging the powers and functions specified, a State Road Safety Authority may, subject to such conditions as may be specified by the National Authority, issue recommendations to any implementation agencies notified by the State Government and such implementation agency shall, in the discharge of its functions give effect to and be bound by such recommendations or directions.

The ADGP shall use Drones of the Districts to identify 'Black spots' and suggest immediate remedial measures. He shall liaise with the AP Transport Department to ensure mandatary compliance of Vehicle users to fit Speed Limiting Devices (SLDs) to reduce the road accidents.

The ADGP will be representing the DGP in the road safety council meeting vide G.O.Ms.No.210 of Transport, Roads and Buildings (TR.II) Dept, Dt.1/11/1999 of Govt of AP held under the Chairmanship of Minister for Transport and vice-Chairmanship of Principal Secretary to Govt, Transport, Roads and Buildings Dept. Refer Sec.215 (2) of Motor Vehicle. Act,1988.

B. Objectives of the National Road Safety Council (NRSC):

NRSC was established u/s 215 of Motor Vehicles Act, 1988 with the objective of improving Road Safety aspects in Road Transport sector.

Objectives :

1. The number of road accidents and fatalities should be reduced to half in the year 2020 with base year of 2010 per 10,000 vehicles population. State Road Safety Authority (SRSA) should draw a comprehensive plan of action.
2. To constitute State and District Road Safety councils.
3. To devote 50% of all fines collected to road safety activities.
4. To create a separate Road Safety Education and Awareness Fund (RSE and AF)

5. To erect proper signages in the local language, English, Hindi and languages of neighbouring States.
6. To enunciate a National Accident Relief Policy and National Trauma care plan.
7. To deploy a Pan-India Pre-Hospital emergency medical care Network to ensure primary crash response time of 8 to 10 minutes.
8. While enforcing MV Act, Police Officers must ensure seat belt rule, helmet-wearing rule of both the rider and the Pillion.
9. To go strong against drunken driving, Court Case monitoring to ensure imprisonment.

C. As traffic accidents constitute 20 to 25 percent of the total registered crime, it is pertinent to follow four Es (Engineering, Enforcement, Emergency care and Education) by all the Unit officers and to provide requisite technical gadgets to all Traffic Police Stations.

D. The ADGP, Road Safety is the nodal agency to minimize the trafficaccidents and reduce loss of life. In this regard the following are the duties envisaged.

1. To form Joint Enforcement Teams (JETs) of Police and Transport Departments
2. To conduct drive in accident prone areas and take up on the spot interventions.
3. To ensure deploy patrol vehicles in accident prone areas during peak hours
4. To ensure closure of wine shops on the National and State Highways in consultation with the Excise Department. (Ref. Supreme Court orders in Civil Appeal Nos. 12164 to 12166 of 2016 Dt. 15-12-2016).
5. To ensure that Unit officers take action for cancellation of Road permit to the autos and lorries which have been booked repeatedly for overloading/which are out-dated.
6. To ensure that the Unit officers conduct traffic educational activities in schools and colleges, at Bus stations to promote traffic awareness among the school children, college students, auto drivers and general public.
7. To enforce that the Unit officers follow the High Court and Supreme Court guidelines.
8. To enforce traffic rules like avoidance of alcohol while driving, reduction of over speed, wearing of helmet and seat belt etc.
9. To ensure that the Unit officers follow Road Safety Programme (RSP) and liaise with R & B, Municipal / Corporation authorities, National

Highway Authorities for road repairs, road engineering, installation of Radium sign boards and lighting arrangements at inter sections.

10. To prevent accidents and to follow **'golden hour principle'** by police staff in Emergency Care.

11. Any other work related to improvement of traffic regulation and accident prevention which may arise from time to time.

Functions of ADGP/IGP Co-Ordination :

A. All petition enquiries and representations of the people.

B. Sanction and withdrawal of prosecution of cases.

C. Subjects pertaining to Southern zonal council, Anti-Human Trafficking, Atrocities on SCs/STs, Crime Against Women and Children, Coastal Security, Disaster Management, National Commission for Minorities, O.N.G.C Security, Steel Plants, Animal Rights Organisation, Forest Department, State Level Security Committees and Security arrangements for places of religious/ place of pilgrimage / holy destinations, State Level Committee in drug related matters, Prime Minister's 15 points programme, irregularities in Co-Operative Department, State / District Level Committee to deal with forged currency notes, A.P War Book, implementation of the National Policy on older persons etc.

D. Amendment of all Acts, Rules and Regulations as suggested by DGP.

E. Publication of all circulars issued by the DGP.

F. AP Police Manual Revision and News paper ads.

G. All Assembly, Council, Lok Sabha and Rajya Sabha Questions (LAQs, LCQs, LSQ, RSQ)

H. People - friendly measures and Community Policing.

I. Administrative and Police Reforms

J. Enactment of AP Police Act by the Government.

K. Offering remarks on specially grave crime Reports that are to be sent to the Government.

L. Offering remarks on monthly crime proceedings of the Unit officers

Addl. DGP - Intelligence and Security :

37. Intelligence and Security Wing of the Police Department are very important functional organs of the Government. The Addl. DGP Intelligence and Security is assisted by such number of officers of different ranks as decided by the Government in consultation with Director General of Police from time to time.

1. His role and responsibility is to arrange collection of intelligence relevant to and connected with public order, security of the State and of important

personalities, law and order, communal, caste, linguistic, industrial, political, agrarian tensions, upheavals, terrorist sabotage and subversive activities etc. He will conduct enquiries connected with these matters and arrange timely dissemination of intelligence to avert violent situations. He is in-charge of the Intelligence Department of the Police and is responsible for coordination of intelligence work of all Units maintaining quality and high professionalism. He shall assist DGP in the timely communication of information to the Government and others on need to know basis. In the performance of this sensitive assignment the Addl. DGP shall utilise all resources available to him. The functioning of the Intelligence Department shall be in accordance with the Manual prescribed for State Intelligence and local Special Branch Units of the Districts and Cities.

2. The Addl. DGP Intelligence and Security will also be responsible for maintenance of internal Vigilance in the department enforcing the strict implementation of conduct rules. He shall organise Vigilance checks in the department and identify, report and take action with the approval of the DGP in the areas of graft in the department.

3. The Addl. DGP, Intelligence and Security, should ensure either by himself or by one of IsGP or DIsGP of Intelligence, inspection of all District Special Branches/City/Railway Special Branches as well as Regional Intelligence Units during the year and upgrade technical mechanism and training.

Addl. DGP/IGP - Recruitment (Chairman, SLPRB) :

38 He is the Chairman of State Level Police Recruitment Board (SLPRB). His main function is timely recruitment of all police ranks within his purview and APPs. He shall, subject to relevant rules, plan and implement effective recruitment procedures from time to time. Chairman, SLPRB will have to update Chapter IV of APPM as and when changes are made.

ADGP/IGP Training :

38 (A)

1. Induction, In-service and pre-promotion training for all Police personnel upto the rank of ASIs will have to be planned and executed by him. He will forecast the training requirements as per the recruitment process, prepare the training faculty of PTCs which are directly under his control. Conduct Training of Trainers (ToT) in advance, prepare course study material, sports material, play grounds etc. He will exercise dual control over District /City Training Centres along with the concerned SsP. /CsP Enhance DTCs/CTCs delivery system by conducting frequent upgradation of skills and abilities.

2. It shall be his duty to keep the police personnel in a high state of efficiency by devising appropriate, relevant and effective training programs including on the job training. The Training institutions attached to various Units and Wings of police department will work under the administrative control of respective Units/Wings. The designing, up-dating and running of on-job training and other courses by effective use of institutional as well as distant education concept / e-learning shall be done by the concerned SsP/CsP with his approval. It shall be his responsibility to guide and ensure sound methodology. Towards this end he is authorized to issue instructions to all officers in the department.

3. He should undertake a constant review of training procedures to keep them update. He shall ensure the use of latest equipment and aids to training. He shall report to the DGP and keep him informed of the state of training. He shall exercise such powers as are delegated to him and take all decisions by obtaining DGP's approval wherever necessary.

4. All (training establishments) PTCs and select DTCs / CTCs have to be inspected every year. The testing and examination procedures, framing of correct syllabi in consonance with the duties of PCs/HCs/ASIs (Chapter V), preparation of lesson plans, preparation, printing and distribution of reading material, textbooks, other literature and training aids in the nature of slides, videotapes shall be done. All training programmes including those conducted in Units, Districts and Cities that require DGP's approval should be routed through him.

5. The deputation of officers for training outside the State and country or to institutions other than police Units within the State should be routed through him for final approval by the DGP. He should ensure such outstation training slots are filled with right kind of people. He shall maintain liaison with BPR&D and other advanced training Institutions in the country and abroad and emulate best practices.

Commissioners of Police, Visakhapatnam and Vijayawada Cities

39. He shall be responsible for all aspects of policing in respect of the Vijayawada and Visakhapatnam Commissionerates besides duties cast on him by the Government as Addl. District Magistrate. He acts as such directly or through Dy. Commissioners. He has power to detain persons under the Preventive Detention Laws. He reports to ADGP (L&O) and keeps DGP constantly informed of all developments in the City. He should maintain close liaison with Addl. DGsP Law & Order, Personnel, CID and Intelligence. It shall be his duty to frame and up-date regulations for the efficient discharge of duties by the City Police and lay down clear policies and set goals. Copies of the reports sent by him to Government should be marked to DGP. The

Commissioner of Police has full financial powers of a Head of the Department.

Role of Commissioner of Police, Visakhapatnam, Vijayawada

I. Code of Conduct :

1. Implementation of A.I.S (Conduct) Amendment Rules, 2014
2. Implementation of State Civil Services Conduct Rules 1984 among the subordinate officers.

II. L&O

3. Maintenance of L&O and public order in the Commissionerate.
4. Improving Police response mechanisms like dial "100" call response, Blue Colts / Rakshak mobiles; empowering Control Room staff with response monitoring mechanisms.
5. Keeping the AP Civil Police in a high state of alertness and training them in crowd dispersal and use of non-lethal weapons in dispersal.
6. Handling student, agrarian, political agitations, left-wing extremism activity, Communal, Caste-based agitation, maintaining peace and tranquility in the Commissionerate.
7. Short-listing bodily offenders for Preventive Detention and Externment.
8. Such other duties that necessitate day to day intervention.

III. Crime Prevention & Detection

CP may post any Inspector of Police as Detective Inspector (DI) for exclusive preventive detective and investigative work.

9. Organizing beats, patrols, surveillance, Nakabandi, frisking, cordon and search operations, opening of history/suspect sheets (as per Sec.149 Cr.PC)
10. Introducing beat book exchange system, electronic beat system, hotspot identification and focusing on in crime prone hot spots.
11. Ensuring result-oriented Community Contact Committee meetings and enhancing community policing measures, toll-free help line concepts, erection of PS jurisdiction boards across the city with phone numbers of Inspector of Police, SIs of Police, Police Stations.
12. Communication of Prison release offenders list through internet / intranet / Express memo for tracking and surveillance.
13. Encouraging 'whistle blowers' who pass on specific credible information.

14. Short-listing professional stolen property receivers, opening suspect / history sheets (as per Sec.149 Cr.PC) and bringing them to justice as receivers of stolen property u/s 411 to 414 IPC.

15. Returning recovered motor vehicles, stolen property to owners as per Sec.451 Cr.PC except where the owners are the accused persons.

16. Keeping a sharp look out for prospective emanating white collar crimes, multi-level marketing, Ponzi Schemes, illegal chits etc that come under the purview of AP Protection of Depositors of Financial Establishments Act, 1999. Prompt registration of such cases and getting them investigated by special teams.

17. Strengthening Cyber PS / Cell with state of art equipment to locate cyber offenders and bring them to justice.

18. Commissioners of Police are designated as Anti-Human Trafficking Nodal Officers vide G.O.Ms. No. 165 Home (PS & CA2) Dept. dt. 25-06-2011 and take up Anti-Human Trafficking work (Ref. PSO 538.5)

IV. HRD and HRM (Human Resources Development & Human Resources Management)

19. Achieving cross-sectoral synergy with all wings of city police for ensuring public safety.

20. Improving City Training Centers (CTCs) with in-house professional faculty duly conducting ToT (Training of Trainers) Programme.

21. Ensuring that every PC to Inspector undergoes 5 days knowledge-skill-behaviour-attitudinal development courses in a year in CTC. A training Calendar shall be drawn during half yearly crime (strategy) meetings and decide the type of and the number of mandatory and thematic courses for all ranks (Civil, AR, SB, CCS, Women Police, Control Room staff etc).

22. Deputing SIs / Inspectors / ACsP / Dy.SsP AR/ Addl.DCsP to various skill development courses organized by AP Police Academy or other para military training institutions.

23. Empowering all PCs / HCs / ASIs in updating AP Police intranet and entry of all 7 Integrated Investigation Forms (I.I.Fs) updating the Station records, data-mining processes, sending e-mails, intranet messages etc.

24. Constantly reviewing man-power requirement by PSs / ACsP and to preclude over deployment and wastage of man power.

25. Conducting special weekly drives such as (i) execution of NBWs, proclamations u/s 82, 83 Cr.PC, (ii) Cordon & Search of Crime hotspots,

(iii) tracing most-wanted accused, (iv) completion of oral enquiries etc as per the need.

V. Traffic and Highways

26. As 20 to 25% of registered crime pertains to traffic accident crime, it is imperative for CsP to adopt a 'Zero Tolerance to Traffic Accidents' by enforcing 4Es (Education, Enforcement, Engineering and Emergency Care).

27. Liaise with NHAI /State/National Road Safety Council/ R&B / Transport/Panchayat Raj Institutions for improvement of Roads, Reflectors, Cat eyes, sign boards, slip roads, exclusive parking places on National Highways, junctions, CCTV monitoring etc, as per the need and urgency.

28. Accident Analysis Report (AAR) in Form No. 49 should be obtained from the I.O and action taken to correspond with the concerned stake-holders to prevent recurrence. To implement RSP (Road Safety Programme) at T, X, Y Junctions.

29. Endeavour for budget allocation for traffic signal and other traffic related improvements. Issuance of notifications of 'No Parking', 'One way', parking pattern on week days, Sunday / Holiday Road use by public.

30. Devising, empowering, implementing and scrutinizing the Duty Chart of Highway Patrol vehicles towards reduction of accidents.

VI. Missing Persons Monitoring Cell (MPMC)

31. Ensuring specialized trained unit as MPMC and strengthening SJPUS (Special Juvenile Police Units) Addl. SP/Dy.CP or Addl Dy.CP in each District and Jt. Commissioners/Dy. CP (Crimes) in Commissionerates are designated as SJPUs vide G.O.Ms.No.12 Home (Services-I) Dept, dt.11.2.2016 of Govt of AP, designating CWOs (Child Welfare Officers). To liaise with Chairperson and Members of C.W.C (Child Welfare Committee) and restoration of missing children through CWC.

32. Liaison with DCPU (District Child Protection Units) of Women & Child Welfare Department.

33. Identifying Child in Need of Care and Protection (CNCP) and Child in Conflict with Law (CICL) and taking appropriate action as per JJ (CPC) Act, 2000 r/w 2006.

VII. Prosecution

34. Short-listing cases for Lok Adalat (compoundable cases).

35. As per G.O.Ms.No.485 Home (Courts-B) Dept dt.29.3.1974, Govt of AP, Telugu language is recognized as official court language (as per

Sc.272 Cr.PC) in lower courts. CsP shall ensure that the case diaries, Part II statements, Charge sheets are written in Telugu. Part-II CD should not be typed as for as possible.

36. As Dy. Directors of Prosecution Department are the legal advisors to SsP / CsP, the CsP shall liaise with the Prosecution Department; provide accommodation and minimum working environment for the Dy. Director of Prosecution Department in the District/CsP office.

37. All grave cases shall be reviewed specially before laying charge sheets with the I.O and the Addl.PPs / Dy. Directors to ensure presentation of admissible evidence and connecting the offender to the crime.

38. In all acquittal of grave crimes, the CsP (as per Supreme Court judgment) have to conduct review to find out the lapses on the part of I.O and the prosecuting staff for taking disciplinary action.

39. Result oriented Court Case Monitoring System (CCMS) by the SHOs.

VIII.Role of Commissioner of Police-cum-Addl. District Magistrate :

(G.O.Ms 285 Home (Court-B) Dept dt.20-05-1989, Govt of AP

40. The CsP of Visakhapatnam and Vijayawada are designated by Government of AP (Vide GOs read above) as Addl. District Magistrate in accordance with Sec.20(5) Cr.PC.

41. The CsP are designated as "Competent Authority" (as per G.O.Ms No.349 Home (General-B) dt.29.10.1999, Govt of AP) as per Sec.4 of AP Protection of Depositors of Financial Establishments Act, 1999 to exercise the powers. The MSJs (as per G.O.Ms.No.70 Home (General-B) dt.22.10.1999, Govt of AP) of Visakhapatnam and Vijayawada are designated as 'Special Courts'.

42. Issuance of Sec.144 Cr.PC notifications from time to time.

43. Issuance of prosecution orders in Arms Act, Explosive Act and such other Acts as empowered and Arms and Explosive licences and such other licences as empowered.

IX. Administrative Duties :

44. Inspections and Visits as per APPM.

45. Conducting monthly detailed crime review meetings and half yearly strategy meetings in January and July of every year.

46. CP Office seats inspection by DCsP / Addl. DCsP / ACsP as per the instructions of CP.

47. Speedy disposal of oral enquiries and disciplinary proceedings.

48. Improving police station buildings, outposts / sub controls, quarters, parade grounds etc.
49. Acquiring Government land for police parade grounds / quarters - initiating proposals to District Collector for allocation.
50. Liaison with Coastal Security, Naval authorities, Coast Guard, Marine Police Stations, Airport Authority, Ports Authority etc., for ensuring safety and security.

X. Intelligence and Special Branch Functions :

51. Collection, collation and dissemination of actionable intelligence.
52. Passport / job / verification with crime records of all the Police Stations.
53. V.I.P / V.V.I.P Security duties, PSO duties by Commissionerate staff.
54. Monitoring mischief if any, done in police stations and setting right the staff responsible.
55. Petition enquiries against subordinate staff.
56. Constantly monitoring intelligence on left wing extremists, terrorists, communal elements etc.

XI. Witness Protection and Victim Support:

57. To liaise with District Legal Services Authority (DLSA) in sanctioning Victim Relief Fund as per G.O.Ms.No.43 Home (Court-B) dt.15.4.2015 of Government of AP
58. To liaise with PDs of ICDS of WCD (Women & Child Welfare Dept) for counseling, de-traumatisation of victims / witnesses, and payment of I.R.F. (Interim Relief Fund) as per G.O.Ms.No.28 Women, Child & Disabled welfare dt.13.6.2011, Government of AP.
59. To instruct SHOs concerned to ensure victim / witness protection and take legal action against the accused u/s 195-A IPC.
60. To infuse confidence in the witnesses to be fearless in giving evidence in serious cases.
61. To liaise with CWC (Child Welfare Committee) regarding child witnesses.

XII. Breaking Organized Crime Networks:

62. To unearth and locate all concerned from the distribution to transit to source in Hawala, Narcotics, FICN Printing, Multi-level Marketing, hired assassin gangs, Human Trafficking gangs etc.
63. To liaise with service providers of all Cell Phone providers to track the accused and secure (Sec 65 IE Act) evidence from service providers.
64. Liaise with DRI and Enforcement Directorate (ED) and Narcotics Control Bureau as the case be.

65. Issuance of Look out Circulars by JD (Immigration), MHA, New Delhi.

66. Issuance of RCN by CBI Interpol, through ADGP CID.

67. Expediting Letter Rogatories u/s 166A Cr.PC for executing the same in foreign countries through CBI Interpol. Processing the requisition from the jurisdictional court with court attested FIRs, Remand Reports / Charge sheets (in English version).

Addl. DGP / IGP AP. Special Police

40. The Addl. DGP / IGP (Armed Police) is the head of the Armed Police consisting of all APSP Bns in the State. IGP and DIsGP APSP Bns assist him in his duties. His role is supervision of the functioning of all APSP Bns. in the State inclusive of administrative, personnel, logistics, provisioning and deployment matters etc. He shall be responsible for keeping the force under him in a state of high discipline, morale and training. High priority should be given to the welfare, allocation of duties, health, clothing, equipment and living accommodation. He shall ensure that the concerned IG/DIGP under him inspect all the units under them once a year. The manual of instructions of APSP shall be updated from time to time under his supervision and shall be implemented effectively after approval by DGP. He shall ensure upgradation of Batallion Training Centers (BTCs) and ensure all personnel are trained once in a year.

Addl. DGP - Technical Services:

41. The Addl. DGP (Technical Services) will be incharge of Police Communications and Police Computer Services. His/her functions are mainly to have overall supervision and control over these technical wings. These technical wings are headed each by either IGP/DIG/SP rank, who will have complete control over the administration, personnel and execution of works in their respective wings.

Inspectors General of Police

42. IsGP hold vital senior management and operational positions, based on functional division. They should study and formulate policy in respect of the subject handled by them and guide the unit officers in the state in respect of that subject. They should be well informed of the matters under their charge and with this ability, should guide their sub-ordinates working under them. Every Inspector General of Police having executive duties should send his tour programme to the Director General of Police and to the Unit Officers, SP and District Magistrate (DM). He will also forward to the Director General of Police by the fifth of each month a monthly return showing the details of his tours and inspections in the previous month in Form 4. Besides Head of Zones, IsGP are posted to organizations and establishments such

as DGP office, APSP, City Police, Intelligence, CID, Traffic and highway police or to some other positions in the Police Department and other wings of State Government.

42. A Zonal IGsP

(GO.Rt.No. 6502, Genl. Admn (SC-C) Dept. Govt of AP, dt.16-11-2014 communicated through C.O. Endt. Rc.No.150/R4/2004, dt.22-11-2004 of AP DGP office.)

1. The Zonal Inspector General of Police will be responsible for all the Police functions including maintenance of law and order, crime control, internal security, enforcement of all legislations including special laws empowering Police force and various other public services in so far as his Region is concerned. He is also accountable for modernization of Police force and proposals should be routed through him as far as his region is concerned. He shall conduct periodic reviews on the matters enumerated above and submit Monthly Report in the Proforma at PSO 53.1.
2. He is the regional officer in the chain of command between the Director General of Police and Range Deputy Inspectors General of Police and District Superintendents of Police in his jurisdiction.
3. Zonal Inspector General of Police shall review/write the Annual Confidential Reports of all IPS and non-IPS officers in the Region.
4. Receive representations and dispose of issues pertaining to expunction of adverse remarks
5. Zonal Inspector General of Police will exercise all financial powers which are now being exercised by the DGP (Head of the Department) in respect of the items referred to in GO.Ms.No.148, Finance & Planning (FW : ADMN.I.TFR) Department dt.21-10-2000
6. All inter-Range transfers of personnel upto the rank of Inspectors including Sub-Inspectors of Police, Asst. Sub-Inspectors of Police, Reserve Sub-Inspectors of Police and Asst. Reserve Sub-Inspectors (Armed Reserve) within the zone will be decided by the Zonal Inspector General of Police. He will issue orders of transfers to the Ranges. The concerned Deputy Inspectors General of Police will give posting to Inspectors and the Superintendent of Police will do so in respect of Sub-Inspectors within their jurisdiction. For Commissionerates, the present practice of posting Inspectors will be continued by the Zonal Inspector General of Police. Same procedure will be followed for Ministerial Staff.
7. If transfer of an Inspector is effected within 3 years, the Zonal Inspector General of Police may accord approval (AP Police Manual order 131-4)

8. Nomination for deputation and allotting Inspectors to Ranges on return from deputation.
9. Preparation of promotion list of Sub-Inspectors to Inspectors within the respective zones (AP Police Manual Order No.77-3)
10. Promotion list of Asst. Reserve Sub-Inspectors (DAR) to Reserve Sub-Inspectors within the Region (Order No.79-1)
11. The Zonal Inspector General of Police will exercise disciplinary powers under the APCS (CCA) Rules, 1991.
12. Permission under APCS (Conduct) Rules regarding acquisition/disposal of movable/immovable properties.
13. Inspect all Range offices, one District Police office, one Sub-division, two Circle offices and four Police stations in a year (Order No.43-2). There should be no overlapping of inspections between the Zonal IGP and Range Deputy Inspector General of Police in the same year.
14. Grant of Cash Rewards (Order No.196-1) and MSE (Order No.202-1)
15. Sanctioning casual leave/permission to leave headquarters to the Range Deputy Inspectors General of Police will vests with Zonal Inspector General of Police.
16. Zonal Inspector General of Police may take up manpower audit and may re-deploy the personnel when identified excess within his Region, in consultation with the Director General of Police.
17. Prevention of traffic accidents in his area in liaison with concerned departments like NHAI (National Highway Authorities of India), State Highways Dept, respective Municipal Corporations, respective Roads and Buildings officials and others.
18. He shall conduct fortnightly/monthly drives in the Ranges for finalization of UI cases, return of recovered property to the owners u/s 451 Cr.PC, execution of warrants, conducting oral enquiries, drive against social evils, anti-ragging drives in the beginning of academic year in Colleges/Universities, drive to catch criminals etc.

42. B. Task of Goal setting - Review - Liaison :

19. He shall draw up **STRATEGIC PLAN** of his region after due discussion with SsP / DIsGP, identify Policing objectives sought to be achieved in the next five year period and set out an action plan for implementation .
20. He shall draw up **ANNUAL POLICING PLAN** for the District, shall set out principles for the year ahead, based on the strategic plan.
21. He should monitor and review the work done by the range crime control squads, Special Juvenile Police Units, Anti-Human Trafficking Units, Anti-extremists operational units and such other special units.

22. He should liaise with Government Railway Police and render due assistance to Railway Police District in tracking offenders.
23. He should conduct a special review of Long Pending Cases in grave crimes where accused are out of view for years.
24. He should ensure proper Attitude, Behaviour, Conduct, Demeanour (A,B,C,D) of all Police personnel under his command.
25. Implementation of use of Telugu at all PSs and in lower Courts as per G.O.Ms No. 485 Home (Courts-B) Department dt: 29.03.1974.

42.C. IGP (Provisioning and Logistics)

He works under the Addl. DGP (Administration). His main functions are to assess the entire logistical support to the department such as clothing, Arms and Ammunition, Vehicles, Buildings, telephones etc., their procurement and supply.

42.D. IGP (Personnel & Organisation)

Personnel

i. Preparation of Panels of SIs (Civil) fit to act as Inspectors, RSIs fit to act as RIs of AR and SIs Communication fit to act as CIs Communication. Preparation of state wide integrated seniority list of Inspectors (Civil) and RIs. Regularization of waiting period in respect of Inspectors (Civil/AR/APSP). Deputations to outside organizations from the rank of PCs to Inspectors (Civil/AR/APSP). Transfer and Postings of RIs (AR) of Multi Zone-1 and II and SAR CPL. All other service matters related to PCs to Inspectors.

ii. Sanction of Extraordinary Leave on medical grounds to count for annual grade increments, Extra-ordinary leave on Employment Abroad from PCs to Inspectors, Sanction of Special Disability leave from PCs to Inspectors, apportionment of Strength for deputation organizations from the rank of PC to Inspector, all issues relating to seniority from the rank of PCs to SIs and sending of proposals to the government for transfer of PCs to Inspectors on mutual/spouse grounds.

iii. Disposal of Appeal/Revision/Mercy petitions from the rank of PC to Inspector (Civil, AR and APSP), sending of proposals received from the units to obtain the advice of the A.P Vigilance Commission in corruption cases. Suspension, reinstatement and extension of period of suspension in respect of ranks from PCs to Inspectors and other equivalent ranks, including Ministerial staff.

iv. Sending Proposals to the Government to review the suspension cases of ACB and Non-ACB by the Standing Committee. Court matters on Appeal/Revision/Conviction cases and ACB Cases.

v. Appellate authority under RTI Act, 2005, to deal with all appeals under RTI Act related to Chief Office.

vi. Matters related to all functions like Republic day, Independence Day, Police Commemoration Day and other Government Functions.

vii. Correspondence related to seniority, promotions and confirmations of Ministerial Staff of all units. Sending of all proposals for conversion of PCs into Ministerial Services.

viii. Compassionate appointments. Sanction of GPF advance, Part Final withdrawals etc of Gazetted Officers (Non-IPS). Implementation of Six Point Formula relating to Ministerial Staff.

ix. All Service matters related to Superintendents working in Chief Office i.e., Promotions, Transfers and Postings, Maintenance of Seniority Lists, Punishment Rolls, Sanction of Leaves, G.P.F., L.T.C., Addl. charge arrangements, SGP/SPP Scales.

E. Organisation

x. Strengthening of the State Police Force (Creation / re-organization), Proposals for creation of Executive / Ministerial posts and Creation of contingent/ contract/supernumerary posts in Police department, Proposals for creation of new APSP Bns./IR Bns. Obtaining orders from Government to fill up the vacancies of PCs and SIs of Civil, AR and APSP by way of direct recruitment.

xi. Pay revision Commission. All matters relating to Special Pay and Allowances etc., in respect of Police personnel. Further continuance of temporary posts in all Units. Matter relating to re-allocation/re-organization and for creation of Police Stations/Circle/Sub Division and Commissionerates of AP.

F. IGP (Legal)

His main functions are to act as a liaison between the department and the courts in so for as service matters, other litigations between department and public are concerned. He is responsible to feed with the necessary material to the government counsels in the various courts where litigations are pending. He shall effectively control the mechanism through the subordinates so that the departmental matters are properly and effectively represented in courts in time ensuring quick and successful disposal of cases. He shall also be responsible to scrutinize the orders and judgment of courts and to see that appeals are filed promptly to appellate courts wherever necessary. He will also be in charge of the branch dealing with Acts and Rules in the DGP Office. He shall keep the DGP informed of the stages of the litigation through the Addl. DGP (Admn.).

G. IGP Coordination

His main functions are to deal with all petitions, representations and references received from the Public, Government, Courts and National Human Rights Commission (NHRC) besides Assembly and Parliament Sessions and Assurances. He also deals with matters relating to custodial deaths and follow up action against delinquent police personnel on the basis of various enquiry reports. He reports to DGP through Addl.DGP (Admn.).

H. IGP (Welfare and Sports)

IGP (Welfare and Sports) works under the supervision of the Addl. DGP (Admin.). He is mainly responsible for the Police Welfare and administration of Welfare activities including the health care, Sports and recreational activities and insurance coverage of Police Personnel. He is responsible for the management for the funds in his wing meant for welfare, sports and Recreation, Education, Widow fund, Bhadratha and Arogya Bhadratha funds. Organising Police duty/sports meets is one of his functions. He takes maximum care of the welfare of the Police Personnel and their families thereby ensuring a better life for them.

I. IGP (Recruitment)

He is in-charge of the recruitment of the personnel under the charge of Addl. DGP (R & T) who is also the Chairman of the Police recruitment board. He shall be responsible for the assessment and recruitment of the personnel in accordance with the rules and procedure.

J. IGP (Training)

His main functions are to arrange for the designing, updating and running of induction and on job training courses effectively in all the training institutions. It is also his duty to arrange for the preparation, printing and distribution of reading materials, text books, other literature, training aids in the nature of slides, video tapes etc. He shall endeavour to introduce latest and scientific training methodology. He shall also arrange for framing of correct syllabi, testing and examination procedures. He will be assisted by DIGP (Training). He monitors physical fitness A. (fully fit), B. (moderately fit) C. (Unfit) categorization and take corrective steps (C.O. Rc No. 64/Trg-2/2016, dt. 2-2-2016)

K. IGP (Police Transport Organisation)

IGP (PTO) is head of the organisation and responsible for the assessment of the requirement of different types of vehicles for various Police units and for the procurement, standardisation, maintenance (including preventive) and allotment of vehicles to the various units. He is responsible for the efficient management of the workshops and technical personnel. He is

also responsible for the procurement and dispensation of fuel at various units and for the condemnation and auction of unserviceable vehicles. He will report to the DGP through the Addl. DGP (Technical Services).

a. He will send proposals to C.O. for allotment of vehicles to various Police units as per their approved yardstick and requirement.

b. He is responsible for maintenance of vehicles including prescribed preventive maintenance schedules.

c. He is responsible for efficient management of Central workshop and other Regional Workshops.

d. He will provide Technical supervision for efficient fleet and fuel management in Police units.

e. He will procure and supply quality Automobile spare parts at economic cost to Central workshop, Regional workshops and needy Police units.

f. He is responsible for procurement of Tyres, Tubes and Batteries for the entire state police vehicles.

g. He is responsible for procurement and supply of Fuel (Petrol & Diesel) and Lubricants as per procedure.

h. He is responsible for condemnation of old vehicles which have completed prescribed yardstick of life and mileage (15 years and 250000 KMs).

i. He will also conduct e-auction of all the condemned vehicles, unserviceable spare parts, Tyres and Batteries etc.

j. He will inspect/get them inspected the Unit/Dist. M.T Wings at least once in a year for better maintenance of unit M.T Wings and guide them properly in preventive maintenance and upkeep of records. He may conduct regular courses to drivers and mechanics of units at convenient places once in a year.

L. IGP (Communications) or Director Police Communications

He is a technical officer and responsible for the effective functioning of the Police Communication System. He is also responsible for the control and coordination in the communication network. He will have complete control over the technical staff. He will report to the DGP through the Addl. DGP (Technical Services).

M. IGP (Police Computer Services):

He is the head of the Police Computer Services and is responsible for the effective supervision, control and maintenance of the Police Computer Operations and for the proper assessment of the requirement of material and personnel for the smooth running of operations. He will also work for the implementation of information technology in all fields of the police functions. He will report to the DGP through the Addl. DGP (Technical Services).

N. IGP (Home Guards)

IGP Home Guards shall be responsible for overall supervision and control over entire Home guards organisation in the State, and for proper implementation of the Home Guards manual. He shall directly report to Director General of Police.

O. IGP (Greyhounds)

He is in charge of an elite commando force called Greyhounds, which is primarily deployed for anti terrorist operations. The I.G.P. Greyhounds shall maintain high level of efficiency, youthfulness, discipline and morale of the force. He will devise suitable and regular training programme for Greyhounds personnel for constant upgradation of their skill. He shall also organize suitable training programme for training the police personnel of A.P. and other states in anti terrorist operation. He will render assistance and help in the event of natural calamities. Group Commanders of Greyhounds will assist him. He will report to the DGP.

P. Director (APFSL)

APFSL is the scientific support wing of Andhra Pradesh State Police with three Regional FSLs at Vijayawada, Visakhapatnam and Anantapuramu. APFSL makes available the latest scientific and technological tools and techniques to the Investigating Officers of the State in the field of investigations. There are different wings like Polygraph, DNA, Computer Forensics, Ballistics, Physics and Chemistry Wing and Forensic Engineering in FSL. Mobile Scientific Investigation Teams known as 'CLUES' are available to help the Investigating Officers in proper search, location, identification and collection of physical clue materials with the latest scientific gadgets by reaching the crime scenes promptly. The Director APFSL shall report to ADGP, CID and assisted by Joint/Asstt. Directors as well as scientific and administrative staff are responsible for proper and effective functioning of the APFSL, Regional/District FSLs and 'CLUES' Teams. He shall constantly endeavour to send results of examination of material objects within 30 days and upgrade Knowledge, Skills and technical capabilities of his officers and staff. He shall prepare plans for 'Preventive Forensics' like seed testing before sowing, food adulteration, liquor/arrack/ toddy adulteration.

Zonal Inspector General or Dy. Inspector General of Police

43. A. Duties and responsibilities of DIsGP/IsGP In charge of Range/ Zones.

The Chief office will allocate a staff officer of the rank of Inspector of Police and e-COPS constable from the existing strength who will assist the DIG of Police in Police related issues.

B. Administrative duties:

a. He is responsible for all functions of his zone. He will also exercise all powers including financial powers to the extent specifically provided by Government/Standing orders from time to time.

b. He shall endeavour to establish and maintain efficiency, effectiveness and discipline among all personnel including ministerial staff.

c. He should control, instruct and advise Superintendents of Police on various issues of policing and allied duties.

d. He will advise, and, if necessary, supersede SP in times of grave disorder, taking over full control of the situation.

e. He shall take assistance from the SsP, in enquiries, and to see the Policing requirements of his Districts / Cities are taken care of. SsP may consult him confidentially in all matters of difficulty.

f. He shall ensure that in his zone every P.S has the facility for women and children to make representations with privacy.

g. He shall liaise with coastal police net work.

h. He shall organize anti-human trafficking drives in his Range.

i. He shall take up with the concerned departments on a day to day basis for engineering corrections/installation of traffic sign boards on National /State Highways to prevent accidents

C. Administrative Powers

a. The Inspector General/DIGP exercises a large measure of administrative control within his zone. His powers in the matter of appointments, postings, leave, rewards, punishments and appeals are detailed in the appropriate Chapters of this Manual and in the statutory rules issued by the Government from time to time to regulate the method of recruitment, conditions of service, pay and allowances, pension, discipline and conduct of the members of the A.P. Police Subordinate Service.

b. Organising special drive through SsP for executing NBWs, issuance of Sec. 82/83 Cr.PC (Proclamation/ attachment) proceedings in regard to absconding persons, handing over lost/recovered property to the owners u/s 451 Cr.PC., for apprehension of gangs, for booking gang cases u/s 400 IPC, short - listing dangerous and desperate goondas etc., for Externment, preventive detention, and clearing the unclaimed properties lying in Police Stations in his jurisdiction.

D. Law & Order

a. He is responsible for maintenance of L&O in his jurisdiction (Range/Zone.) and prevention and detection of offences, preserving peace and security including planning and implementing anti-terrorist / extremist operations.

b. He will exercise control and supervision over the Districts in his range.

c. He will ensure preparedness of the Armed Reserve, special teams in handling L&O problems, extremist / terrorist operation and in use of non-lethal weapons in crowd control.

d. He will also ensure professional skilled-training for Special teams in the anti- extremist work.

e. He will ensure inter-personal relationship among the Judiciary, Revenue, Excise, Forest, W.C.D and other Departments.

f. He will ensure implementation of Anti -Ragging Act in Schools, Colleges, and Universities in his range. Meet VCs/Principals as and when he visits the Districts in this regard.

g. Mobilizing armed forces for emergency and important Bandobust duties in his Zone with proper briefing and with adequate skill-sets.

E. Financial powers

He will exercise all powers including financial powers to the extent specifically, provided by Government in the rules. He will sanction Rewards as per APPM/GOs /DGP circulars.

F. Public Order

a. He should study and analyse all intelligence reports, be in touch with SIB (Central), SIB (State) and local Intelligence units and gather information from the Districts, make a reasonable assessment of law and order problems likely to arise, extremists movement in the range and the areas and persons likely to be involved, make a realistic assessment of situation and use resources to bring situations under control by close monitoring and taking timely decisions and by giving proper guidance and instructions to the subordinates.

b. Ensure the safety and protection of SC, ST/ Minorities, Women and children.

c. He must endeavor to separate L&O from Crime in municipal areas.

G. Crime Control :

a. He should exercise control in preventing and detecting crime and restoring the property to owners, specially in grave and specially grave crimes.

b. He should ensure that all the Criminal Crime Data is entered in the A.P. Police Intranet from time to time and ensure use of Intranet extensively by the subordinates in detecting cases and in serving preventive beats.

c. He should ensure opening of History sheets based on the arrests of bodily and property offenders and advice the Superintendent of Police of Repeated

offenders and offenders operating in more than one range. Counseling sessions for hard core criminals have to be taken up by SsP/CsP.

d. He should facilitate percolation of Criminal information across the range.

e. He should form **'range crime control squads'** for a specific period with right persons to go after the gangs and hardened criminals. The teams should be disbanded once the job is done.

f. He should advice the Supdt. of Police in forming Special teams in detection of Grave and specially grave cases as the case be.

g. He should short list the cases for registering separate gang cases u/s 400 and 401 IPC.

h. Directing SsP to closely watch Multi Level Marketing (MLM) /Ponzi schemes and take preventive action

i. He must help facilitate Cyber Crime investigation and Cyber Crime Nodal Cell at District Head Quarters with required equipment.

H. Human Resources Development and management:

a. Form Range Crime control squads who have knowledge over the M.O. offenders operating in the entire range, neighbouring ranges, neighbouring states. Such teams should be properly trained with the details/M.O. of offenders and linkages, networks, intranet data entry, pending NBWs and retrieval applications, Data of Criminal gangs operating across the country should be provided with prison - inmates data.

b. For ensuring good health, issue directions to SsPs for annual medical checkups for all police personnel including family members.

c. Sanction of Rewards of Rs 10,000/- in any one set of circumstances, not exceeding Rs. 3,000/- to any single individual.

d. Attend Half yearly crime / Strategy meetings with SsP. Invite the District Sessions Judge for concluding session.

e. He will ensure Annual Mobilization (PSO-800) in the districts taken up in a professional manner for imparting requisite Knowledge, abilities and skill-sets.

f. He must take interest in sports meet / Duty meets

g. He shall ensure training of the Sub-ordinate to bring about attitudinal and behavioural changes, so that they exhibit right conduct while dealing with people.

h. Train police men in detection of bodily crime / property crime, Cyber /white collar crime, anti-extremists operations, collection of intelligence. He must ensure all SIs (direct recruits) undergo the statutory mandatory courses in time.

I. Inspections / Tour programmes

He should take up result-oriented visits / Inspections.

a. Should inspect one Sub-Divisional Office/Two Circle offices and four Police Stations, traffic police station, Central Crime Station and the District Armed Reserve, the District Police Office, District Training Center, District Crime/ Traffic Records Bureau, District Special Branch and their records, in each District in his jurisdiction every year. No time limit is fixed for the inspection but normally it should not be prolonged for more than ten days at a stretch. The same Stations are not to be inspected repeatedly year after year, if they overlap with SsP inspections.

b. Should examine the major law and order situations, the manner in which they are handled by the police, the state of crime, quality of investigation and disposal of cases, conviction rate, preventive measures, working of community policing, beats, surveillance, special branch, general police work, and also discuss matters of current interest and importance with the SP giving him the benefit of his experience, advice and instructions. It is necessary for the SP to be present during the inspection of the Zonal IG/ DIGP except in extenuating circumstances, with the permission of the IG/ DIGP. Normally the annual inspection by Zonal IG/DIGP should not be carried in the absence of SP concerned except in extenuating circumstances with the permission of DGP. The inspections are to be carried out in the proforma prescribed.

c. The Inspector General, Addl. Director General Railways, should inspect one Sub-Division, two Circles and four Police Stations, the Railway Reserve Police, Railway Crime Records Bureau and the Railway Special Branch of each Railway Police District.

d. Look into condition and upkeep of buildings, grounds, police quarters, equipments including transport, communication, computers and scientific equipments.

e. Ensure smooth functioning of Community policing, effectiveness of beats, and patrols.

f. Look into effectiveness of surveillance measures and anti terrorist operations.

g. Watch Police conduct, including instances of torture, corruption and nexus with anti-social elements, indiscipline, insubordination and agitation activity, offences committed by policemen, nature of action and remedial measures taken up.

J. Investigation

He shall ensure speedy and effective investigation and he is responsible for supervision of all grave crimes and their disposal, the planning and implementation of preventive strategies, detection of crimes, prosecution of

offenders, coordination of crime investigation, traffic enforcement, planning as well as highway patrols. The Staff officer (Inspector of Police) to DIG of Police shall take keen interest in this regard and assist DIG of Police.

a. In grave and specially grave cases, it is important to ensure audio video recording of statements of witnesses / victim u/s 164 Cr.Pc., with in 15 days of occurrence / registration of crime.

b. He should ensure return of case property to the victims in all grave and specially grave cases in his jurisdiction. (Supreme Court guide lines issued in *Sunderbhai Ambalal Desai vs. State of Gujarat, (2002) 10 SCC 283 : AIR 2003 SC 638)*

c. It is the duty of the Inspector General/DIGP to see that steps are taken for the prevention and detection of crime, and particularly adequate arrangements are made for dealing with any unusual outbreak of crime.

d. He should not permit any diversion of Investigation Squads or teams for any other work by heads of the Units in his charge. He should pay particular attention to the investigation of organized crime, terrorist cases, and other complicated or important grave cases should be entrusted to Gazetted Police Officers. He shall do so by perusal of concerned case files and by recording his notes and instructions when files come up for orders or by calling for those case files which he feels necessary to peruse.

e. Ensuring Court Trial Monitoring system in grave and specially grave cases. Following Sec. 309 Cr.PC regarding speedy trial in Courts

f. Directing SsP to short list Lok - Adalath cases, and take up matter with the legal services authorities for organising melas in compoundable cases.

g. Directing SsP to short list Plea-bargaining cases. u/s 265 A to L CrPC in consultation with PPS/APPs in P.T cases where parties arrived at Mutually Satisfactory Disposition (MSD).

h. Directing SsP to use Telugu language in Local/District Courts as per G.O. Ms No. 485 Home (Courts-B) Department, dt: 29.03.2014, Govt of AP r/w 272 Cr.PC.

i. Directing SsP to use audio-video electronic recording of statements of witnesses u/s 161 (3) Cr.PC, by courts u/s 164 Cr.PC audio-video electronic trial u/s 275 Cr.PC, conducting in-camera trial u/s 327 Cr.PC and r/w 37 POCSO Act.

j. Directing SsP to assist victim/complainant in preferring appeal u/s 372 Cr.PC

k. Directing SsP/CsP for payment of victim compensation u/s 357, 357 A to C, Cr. PC as per G.Os / Circulars. Ref. G.O. Ms. No.43 HOME (COURTS-B) Dept., dated : 15.04.2015, Govt of AP., read with G.O.Ms. No.132, Home (Courts-B) Dept. Dt. 6-12-2016.

l. The morale, professional efficiency and correct behaviour and conduct of all ranks shall be his responsibility.

K. Maintenance of Crime Records

a. The Crime Digest in Form-I shall be maintained in his office and Superintendent of Police. He will make entries of all grave crimes occurring in his jurisdiction in this Digest. Entries in the Crime Digest shall be made for each sub-division of a district in the chronological order in which information of grave crimes is received. A fresh volume will be opened when all the pages in a current volume have been utilized.

b. Brief details of the case, the number and names of the accused, if known, arrests of accused, property lost and recovered, progress of investigation, result of the case in court including the result of revision or appeal, should be entered in columns 5 and 6, in the officer's own hand. The other columns may be filled in by the Staff officer to DIG, officer's personal/ministerial assistants. Updating Range crime data to be taken up by e-COPS PC attached to DIG of Police.

c. All crime files including the grave crime report files and those of cases supervised by the Zonal IG/DIGP or where he calls for reports, should be maintained in the Crime Section of his Office. All orders and instructions issued should be kept in the connected files apart from reports and communications from the Officers handling the cases and other communications received from DGP, or Addl. DGP Law and Order or Addl. DGP, CID.

L. Co-ordination with other departments

Secure co-operation between the police of his Districts in his jurisdiction and facilitate harmonious working between the police and the executive Magistracy and other departments of the Government.

M. Recruitment

a. He must take up recruitment indicating the vacancies by proper calculation and take follow up action.

b. Take up transfer of Constables from the Armed Reserves to Civil Police and APSP to Armed Reserve as per rules.

c. He must supervise the manner of functioning of the District Training Centre (DTC) and the quality of training courses conducted. Develop in-house faculty.

d. Scrutinize quality and results of investigation, specifically analyzing the way the grave crimes were handled including follow up during prosecution.

e. Take up maintenance of Personal Files and compliance with Conduct rules.

f. Special Rewards expenditure and all other expenditure, whether strict economy has been observed and whether internal audit has been completed.

k. Supervise performance of Gazetted Officers.

A District, wherein an officer is acting for the first time in independent charge as Superintendent of Police, should be visited as soon as possible after he has settled down. Districts under the charge of junior officers may well be visited twice or even more during a year.

Whenever an Inspector General/DIGP in charge of a Zone visits a district, he should meet all Gazetted Officers who are on probation with a view to assess their progress and issue suitable instructions.

N. Training and discipline

a. He will pay particular attention to the training and the discipline in the District Armed Reserve Police so that a high standard of efficiency is maintained.

b. The morale, professional efficiency and correct behaviour and conduct of all ranks shall be his responsibility.

c. Taking disciplinary action including suspension of SI/CIs , initiating oral enquiries, directing SsP, to conduct OE melas.

O. VVIP visits (Protocol)

Follow the "Blue Book" in connection with VVIP Bandobust and monitor developments from time to time till VVIP departs. He shall be personally present during VVIP's visits and be stationed in advance.

44. Promotions / Transfers :

a. The SsP/CsP/SsRP have to follow AP State & Subordinate Service Rules, 1966 and AP Police Service Rules, 1966 and other Rules and Government Orders. Government instructions regarding considering of promotions of Sub-Inspectors of Police and Inspectors of Police are in G.O.Ms. No.228/ Home (Legal-II) dept) Dt.27.08.2011 of Govt of AP as follows.

"Provided that out of such service, the person should have worked for a period of not less than three years as Sub-Inspector of Police or two years as Inspector of Police in any of the specialized units within the Department or outside the Department on deputation/tenure other than Law and Order /Crime/Traffic Stations in the Districts/Units, before being considered for promotion to the post of Inspector of Police from Sub-Inspector of Police or Deputy Superintendent of Police from Inspector of Police as the case may be".

b. The eligibility criteria shall be followed in respect of Sub-Inspectors of Police from 1.9.2014 and in respect of Inspectors of Police from 1.9.2013."

c. Officers serving for 2 years (excluding sick period) in notified agency area affected with extremist's activity should be considered for transfer to a plain area Police station.

d. Should consider posting of Inspectors after two (2) terms of L&O posting to the CCS / Traffic / Agency Area / DTC / SB / DCRB / WPS so that they can gain experience in other fields.

e. Similarly, who ever worked in SB/DCRB/CCS/WPS should be considered for postings in L & O Circles/stations unless the candidate refuses such posting in writing for his personal reasons only. Equal opportunity to all officers is the hall mark of motivational administration.

45. District Chief of Police (Superintendent of Police) / Superintendent of Police (Railways) / Dy. Commissioner of Police (L & O) of Commissionerate

Superintendent of Police is the head of the district police. He is also called the District Chief of Police. This is a pivotal post in the Police organization. He has a considerable amount of operational independence, in matters relating to internal management of the police and of Law & Order in the district exercising direct command over policing. The role of the District Chief of Police is maintenance of peace, law and order, prevention and detection of crime, protection of lives, liberty and possessions of all sections of people and performance of all police functions in the district. He is the head of the District police administration. He is responsible for all matters relating to its internal economy, management, maintenance of discipline, punctual, and regular and efficient performance of all its preventive and investigative duties. The efficiency and the effectiveness of the SP impacts directly on the overall efficiency of policing within a jurisdiction. He should ensure by constant supervision and monitoring that prevention, investigation and detection of crime in the District are done on professional lines by all police personnel in his charge. He has diverse functions and responsibilities, and in the discharge of these, he is assisted by Addl. SP. As Dy.Commissioner of Police (L&O) he is head of the zone and follow internal circulars issued by the Commissioner of Police. However, his main functions remain the same, in addition to specific functions as Executive Magistrate where ever empowered u/s 20(5) Cr.PC. SRP Railways will be having additional responsibilities regarding safety and security in Railways. Main functions of SsP/SsRP/ DCsP are:

A. Goal setting

Depending upon the key issues / problems in the district (including Railway District /Zone in a City) the SsP / SsRP / DCsP will have to set 'short term' and 'long term' goals and prepare the man-power to achieve the desired goals. Goals can be set / redesigned in the half yearly crime (strategy) meetings in the presence of Range DIG, and officers of Prosecution Department. Once the goals are circulated by Range DIG to SsP, or by CP to DCP they have to be followed irrespective of transfer of officers.

B. Targeted Policing

Targeted policing means SsP / SsRP / DCsP to study the crime pattern and after a thorough analysis focus on the type of crime i.e Bodily crime, property crime, White Collar crime etc,

(i) To organise brain-storming sessions with field officers to focus on the issues which are bothering the people and the police. For example, in the crime prone areas targeted policing has to be to detect, reduce crime and restore property to the owners. In extremist areas, the targeted policing aims at eradication of Left wing extremism from the area by adopting multi-pronged approach of policing, developing and winning the hearts of the tribals and others and exhibit 'zero tolerance' regarding exploitation by middle-men.

(ii) The main function of police is to prevent crime, preservation of peace (Chapter 39 PSO 733 to 744), maintain law and order; promptly and effectively respond to incidents or calls from public for help.

(iii) To keep the Railway district / Railway zone peaceful and the public satisfied with the security afforded to people and property in running trains and at platforms

(iv) To register cases (under Chapter 21 - PSO 409 to 416) promptly and investigation of all cases. (to follow Apex Court orders from time to time)

(v) To withdraw subordinate police officers except the personnel of Investigation Team, temporarily from Police Stations in his district / Railway District / Zone for duty at other police stations in the same district / Zone where additional manpower is required to deal with an emergency or bandobust or for Anti-naxal operations or to make arrangements in connection with fairs or festivals, meetings or processions or other emergent law and order situations.

C. Disaster Management

To visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy floods, earthquakes, train or boat disasters and fire that involve heavy loss of life or property. Detailed

instructions should be given regarding the measures to be taken by the police in respect of these natural calamities and other disasters as contained in this manual. He may entrust some of the duties connected with these to SDPO/DSP/ACP/ Addl.DCP/ Addl. SP. SsP / DCsP / SsRP should liaise with the Department of Fire Services and Civil Defence in rescue operations. They may involve local NCC / APSP Battalions staff and other uniformed personnel in such operations. Saving lives and property is the motto. The "District Control Room" should be empowered and all relevant phone numbers are given to them so as to enable the staff to contact concerned officers. Mock drills may be conducted.

D. Law and Order and Regulatory powers

(i) To exercise powers to process issuance of prohibitory orders under Sec.144 Cr.PC, (PSO-725) or orders u/s 145 Cr.PC (PSO 725-2) orders regulating processions, dharnas etc., issuance of licenses for public entertainment by the concerned for prevention of disorder. To implement Police Act, 1861 and other Acts in vogue for maintenance of peace, harmony and tranquility.

(ii) Sec 149 Cr.PC envisages Police officer to interpose for the purpose of preventing and shall, to the best of his ability prevent the commission of any cognizable offence. All Bandobusts, Naka Bandi, Surveliance, opening of history sheets, cordon and search operations, erecting road blocks, developing traffic islands to prevent accidents come u/s149 Cr.PC.

(iii) Keep the Civil and AR trained in use of crowd dispersal techniques with use of minimum force with non-lethal weapons.

(iv) To process documentation for Preventive Detention / Externment of those persons who are likely to cause danger alarm or harm to the life or property of any person or likely to commit violence affecting public order under various provisions of law.

(v) To ensure binding over of all dangerous and desperate elements under the relevant preventive sections of Cr.PC and other laws. (Chapter 38 - PSO-723 to 732)

(vi) To open history-sheets, rowdy sheets, suspect sheets against goondas / rowdies and others (PSO 576 to 603). read with sec. 149 Cr.PC .

(vii) To mount surveillance on history sheeted persons from committing o**f**ences. (Chapter 37 PSO 711 to 722) read with sec. 149 Cr.PC.

E. Crime prevention, detection, restoration of property to owners. Short term /Long Term Strategies

The Govt. of AP in pursuance of the directions of Hon'ble Supreme Court of India in WP (Civil) 310 of 1996 dt 22.09.2006, issued G.O.Ms. No.190

Home (Legal II) dept. dt. 8-08-2013, have enhanced the strength of CCS in all the districts and the Commisionerates and ordered for seperation of Law & Order from crime to ensure speedy, effective and professional investigation.

(i) To accord high priority to all preventive and pro-active strategies and take action in respect of crimes (bodily/property/white collar/social/cyber) including terrorist / extremist crimes. - To hold Monthly Crime Meetings (Service Delivery meetings) with all SDPOs / CIs / SIs of one Circle with the Prosecutors. The DCsP will hold meeting with all SHOs (Inspectors of Police) including WPS, CCS etc., with ACsP and SIs of one-third of the PSs in his zone. The Crime Meeting to be held preferably on a Saturday to enable Prosecutors to be present. The Prosecutors are Legal Advisors to SsP under G.O.Ms.No.125 of Law (LA & J-Home-Courts-A2) Dept dt.24.9.2013, Govt of AP. (Chapter 32 - PSO 573 to 576). Inviting the District Judge/MSJ at the end of the Crime meeting to sort out Court related matters regarding speedy trials, escorts, audio-video electronic trials (275 Cr.PC), Lok Adalat cases, warrants executed etc., is a good initiative.

(ii) To ensure proper organization of result-oriented beats and full involvement of the police force in the management / checking of such beats along with necessary interface with local community.(Chapter 35)

(iii) To ensure effective implementation of community policing.(Chapter 19- PSO 401)

(iv) To collect, report, record, analyse and disseminate and use of information both criminal and general, should be taken up utilizing the latest equipment Technology, (Internet, Intranet available) and by upgrading the skills of the personnel.

(v) To use investigation teams only for investigation duties. He may supplement investigation staff from other branches whenever, he feels necessary but not *vice versa.*

(vi) To enquire and become acquainted with conditions in all-important villages/ Towns during tours.

(vii) To enquire regarding the mode of life of local bad characters and the extent of control of police over the activities of anti social and goonda elements. Check up whether sheets are documented properly.

(viii) To study the organization and functioning of the preventive /detective beats and their interaction with the public voluntary organizations and Community Contact committee members.

(ix) To ensure officers go on night rounds, by surprise visit at nights to police Units and stations at least 4 nights a month. These should not be confined merely to the district headquarters.

(x) To scrutinize grave crime / Specially Grave Crime reports (PSO-52 & 55) and make his remarks (plan of action, course correction) after being compiled / analysed by the Addl. SP /Addl.DCP and forward them to the concerned Range DIG / IG / CP while communicating a copy of his remarks to the concerned SDPO/ACP for urgent compliance

(xi) To take up counselling of repeat property offenders at Circle/ Sub-division level once every quarter.

(xii) To join Discharged Prisoners Aid Society and take active interest and also may become an ex-Officio member.

(xiii) To hold " half yearly strategy meeting" of all SDPOs, Inspectors, SHOs and prosecuting officers, in the presence of Range DIG to discuss various matters connected with law and order, crime investigation, traffic etc. and set goals for the next six months. The SP/ DCP shall be the convener of this meeting and take follow up action as per proceedings. District & Sessions Judge /MSJ may be invited for the concluding the session to sort out Court related matters.

(xiv) To ensure implementation of the Cable T.V. Net works (Regulation Act 1955-by the **"Authorized Officer"** i.e. by the SDPO /ACP/Addl.SsP/ Addl.DCsP as per G.O. Ms. No. 41 HOME (General - A) Dept., dated : 08.02.2011 of Government of AP.

(xv) To ensure recovered case property is handed over through Court to the Owners at the earliest soon after recovery as per section 451 Cr.PC

(xvi) To ensure strict implementation of AP Protection of Depositors of Financial Establishment Act, 1999. In the Districts, Collectors are designated as competent authority, for asset forfeiture, while in the Commissionerates, CsP are the 'competent authority' to set this law into motion.

F. Intelligence and Special Branch

To organize good intelligence network, both criminal and general with specific attention to the criminal records system and their effective use in prevention and detection of crime. An effective information system against terrorists and subversive elements should be developed and operations planned and conducted against them. He should be in constant touch with the SIB and Counter Intelligence cell.

(i) To acquire full and detailed knowledge of the district/zone and its current problems from police point of view, and be forewarned on emerging situations;

plan and implement police bandobust for large gatherings, fairs, festivals, rallies, agitations, strikes etc.

(ii) To keep himself fully informed through the Special Branch as well as the field staff, of all communal, caste, regional, political or other movements that jeopardize safety, security and law and order in the district/Zone.

G. Investigation related duties

To supervise personally grave/Specially grave crimes listed in Police Standing Order No. 51 / 52 / 55. He should, at his discretion closely monitor, the more important of them while the Addl. SP depending upon competency be entrusted with personal supervision of grave crimes listed therein.

He must ensure that the Investigating officers write down the statements in Telugu as per G.O.Ms.No.485, Home (courts-B) Dept.dt.29-3-1974, Govt of AP and resist 'cut, copy, paste'

(i) To ensure special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice. Take immediate action to entrust investigation to another SDPO.

(ii) Pre-Trial legal scrutiny : In all grave crime cases S.P/DCP should call for the file through concerned SDPO/ACP and analyse the evidence after discussing with the concerned A.P.P./Addl.PP./P.P.and take a decision to approve the charge sheet/Final report or return to the concerned I.O with specific remarks regarding collecting further evidence/Documents/M.Os etc. Such approval to find place in the part-I CD of the I.O. While Inspectors are the I.Os in Sec.3 r/w 4 of POCSO Act, 2012, SDPO/ACP is the I.O. in cases of u/s 5 r/w 6 of POCSO Act. Since the Special Act is gender neutral, Child-friendly and triable in a Special court(Addl.Dist.Judge/1st MSJ in cities.), Police are mandated to implement with all dedication.

(iii) In case of custodial deaths/deaths in Exchange of Fire, the SsP/DCsP shall send a report to NHRC within 48 hrs. followed by a half yearly report in July/January every year till the case is disposed of.(*PUCL Vs State of Maharashtra) in Crl.Appeal No.1255 of 1999 dated: 23.09.2014).*

(iv) He shall also follow the statutory procedure in such cases as per the amended Sec.176 Cr.PC where parallel inquiry by a Judl. Magistrate is mandated in addition to the investigation by SDPO/ACP.

H. Traffic Management and Accident prevention

To take up issues with the National High way Authorities, Roads & Buildings, Panchayat Raj, Municipal Corporation and others for ensuring smooth flow of traffic, timely preventive action and Road Safety Programme (RSP).

Traffic accident prevention should be given top priority. He must ask the traffic police CI / DSP to be present with all the materials like sign boards, trans-lucent paint, cat eyes, stickers etc. and install at the X,Y,T junctions as the case bee.

I. Response Policing Mechanism

To ensure Dial-100 - Rakshaks / Blue Colts, Traffic mobiles / Highway patrol are always operational and result-oriented in preventing crime and detecting offences. SsP/DCsP shall review this item of work separately every month and educate the personnel on latest crimes.

J. Bodily offender's data entry /analysis/ preventive action

New proforma Form 7 A is incorporated for data entry so as to monitor bodily offenders activities, which will enable SsP/DCsP to shortlist repeat bodily offenders and take action to bind them over u/s 107 Cr.PC, open history sheets and suspect sheets, short-listing rowdies etc., for preventive detention and externment.

K. Armed Reserve

To form Special Teams to tackle various L and O, extremist problems, create SWAT Teams, Keep Riot gear equipment ready. Train people in the use of non-lethal weapons in crowd / mob dispersal. Skill building to handle Disasters / Boat tragedies / fires etc. and conducting mock drills.

L. Grievance Redressal

Since every Monday is set apart for grievance Redressal, SsP/DCsP/SsRP shall endeavour to sort out issues of people.

M. HRM (Human Resource Management)

a. To keep the force in good discipline, high morale, properly trained, professionally competent, honest and service oriented. Ensure every policeman / Officer is trained in capacity building of various police skills once a year either in DTC / PTC / Academy / Out of State Training Institution. SP/DCP to create a core group of trainers for conducting Training of Trainers (ToT), to utilise their services in DTCs/CTCs.

b. To gain knowledge of all Officers and men in his charge, redress their genuine grievances, motivate them, encourage those who are promising. Punish those who are dishonest, inefficient and in disciplined.

c. To gain confidence and loyalty of subordinates by high degree of personal integrity, professionalism, impartiality, devotion to duty, fair play and a high sense of justice;

d. To take up recruitment as per GO Ms. No. 87 of Home (Legal II) Dept. dt. 15-07-2016.

e. To project vacancies following chief office / SLPRB guidelines.

f. To use every human resource effectively and for efficient discharge of duties to take up counseling of errant/indifferent Police men/officers.

N. Human Resource Development (HRD)

a. To ensure that every PC/HC/ASI/SI/CI/DSP/Addl SP undergo 3 to 5 day skill-building, attitudinal/behavioural change/such other courses devised by APPA/PTCs/DTCs/CTCs once in a year.

b. SsP/CsP shall endeavour constantly to improve DTCs/CTCs, develop in-house faculty from among the SIs/Inspectors/DSP/SDPOs.

c. SsP/DCP/SsRP conduct monthly written and physical test to Police personnel in accordance with C.O Circular memo RC.No.4037/C3/2012 dtd.7/9/2012

d. SsP/SsRP/DCsP shall organize one month physical fitness programme to Police men and officers who are above 85 KGs weight (C.O Circular Rc.No. 24 / M3 / 2012). Leverage is given to the District / Zonal Heads to make other measures that suit them to achieve the objective of weight reduction.

O. Victim-Witness friendly measures

a. To meet some of the victims of crime and complainants to know correctly the quality of police actions and whether they are receiving adequate attention in their cases, and take appropriate measures to correct lapses or negligence if any.

b. To implement Victim compensation Govt. Orders including Section 357-A Cr.PC, GO Ms.No. 43 (Courts - B) Dept.dt.15-4-2015 of A.P., read with GO Ms. No.132, Home (Courts-B) Dept. Dt. 6-12-2016.

c. To assist victims kith & kin in road accident cases, in providing documents before MACT (Motor Accident Claims Tribunal) for payment of compensation. All Dist & Sessions Judges and all MSJs are designated as Chairman of MACT.

P. Welfare and Health

(Chapter 20 : PSO-403, 404, 405, 406 Bhadrata and Arogya Bhadrata schemes)

a. To participate to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies.

b. To ensure all the subordinate officers go through medical check-up annually.

c. To hold regular conferences with representatives of people, with Welfare / Community Contact Committees and with important and reputed members of the public, irrespective of their economic or social status at convenient centers.

d. To visit residential lines of policemen both at headquarters and outside whenever he visits police stations and liaise with A.P Police Housing Corporation Engineers.

e. To ensure physical fitness of all Police personnel and to enforce fitness level A (Fit), B (Moderately fit) C (unfit) Ref. PSO 967(4) Chapter 55.

Q. Police - Public Relations :

To promote and maintain good police public relations and convey necessary information to the media and the public to ensure transparency without jeopardizing efficacy of police action or investigations.

To tour as often as possible through all parts of the district/zone, staying longer in the areas where public order and crime problems are high and identify crime hotspots. He shall not merely confine himself to inspecting police stations, but shall visit villages and remote areas and acquaint himself with the village secretariat and panchayat officials, non-officials, and representatives from sections of all social strata, endeavouring to gain their confidence and cooperation, at the same time ascertaining the state of crime, law and order, activities of violent groups operating in the area and enquire into the work of local police units and personnel.

He should make enquiries about pensioners and widows drawing pension from widow fund and beneficiaries of police welfare schemes and about the proper receipt of the same.

To take special steps to improve the cooperation between the police and the public. Towards this end, he should talk to members of the public to know whether the police in the area are performing their duties faithfully and honestly.

R. Inter - Departmental Liaison

To maintain cordial relations with the Magistracy, DLSA, Prosecuting Staff, Judiciary, Child Welfare Committees, Project Directors of ICDs & WCD, other officials and non-officials.

To provide accommodation at the DPO/C.P office for the Dy Director of Prosecution Department who are designated as Legal Advisors to the SsP /CsP.

a. To ensure effective coordination, consultation between Investigating Officers and prosecutors - legal advisors and cooperation by IOs with prosecutors during court trials should be organized on a sound and formal basis. The cases should not be allowed to fail for want of attention either by the Investigating Officers or Prosecutors.

(vide G.O.Ms.No.125, LAW(LA & J Home-Courts A2) Dept., dt.24-9-2013, Govt of AP, Deputy Directors of Prosecution Dept., are designated as Legal Advisors to SsP/CsP)

The Supreme Court of India in its Judgment in State of Gujarat Vs Kishan Bhai in Cr.PC (Appeal) No.1485/2008 dt.7.01.2014 .mandated review of acquittal cases to fix up responsibility of prosecuting officer and the concerned Police Investigating officer.

b. To ensure Addl. SP/Dy.CP or Addl Dy.CP in each District and Jt. Commissioners/ Dy. CP (Crimes) in Commissionerates who are designated as SJPUs (Spl.Juvenile Police Units) to be intouch with Chairperson and Members of Child Welfare protection) and Child in conflict with law (CICL) as per J.J (CPC) Act, 2015.

c. SsP/CsP are also members of the District level Committees headed by District Collector for taking up activities for Prevention, rescue and rehabilitation of victims of Commercial Sexual Exploitation vide G.O.Ms.No.1, Women Development, Child Welfare & Disabled Welfare(Prog) Dept.dt.3-1-2003, Govt. of AP. SsP/DCsP are also designated as Anti-Human Trafficking (AHT) officers in their respective Districts/ Zones (G.O. Ms. No.165 Home (PS & C-A2) Dept dt.25-06-2011 SsRP are designated as AHT officers in their Railway District vide G.O.Ms. No.138 Home (PS&C-A2) Dept dt.04-08-2012 of Govt. of AP.

d. District Collector is notified as District officer to exercise powers and discharge functions under the provisions of Sexual Harassment of Women at Work Place (prevention, prohibition and redressal) Act, 2013, to constitute a local complaints committee in the District concerned, the SsP/SsRP/CsP inturn have to constitute a local complaint committee at the District level and also at DPO/Commissionerate level.

S. Office Administration/Financial Powers/Other Administrative Duties

a. To ensure efficient functioning of each wing of police and performance of their allotted functions and duties and the efficient functioning of all police control rooms.

b. To supervise and coordinate various wings of the police in the district and with neighbouring districts and other Organizations.

c. To ensure that the transport, arms, ammunition, stores, grounds, and buildings belonging to the department are well protected and maintained;

d. To inspect the DPO, Reserve Police, DCRB, all Police Stations of one circle in each Sub Division and all Sub-Divisional offices at least once in a year.

e. To visit / inspect informally all Police Stations and Police Units, Home Guards, Reserve Police and every Police Unit located in the DPO, Control Rooms,

in the first year either by day or night personally to acquaint himself with the personnel, place and condition of each Unit. The visit can be a brief one. In the second and third years he may visit as many Units as is convenient. These visits need not be for the purpose of inspection nor should they be treated as formal visits. However, brief notes may either be left or be recorded.

f. To send monthly reports to the Zonal IG/DIGP in the prescribed Form 2 before 5th of every month. The part 1 of this report should also be sent to the District Magistrate.

g. To attend office on all working days when at headquarters, the SP/CP should attend so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs.

h. To make necessary arrangements for the transaction of all urgent and important work during leave taken by himself or any of the Senior Gazetted Officers in the District.

i. Inspections : While conducting inspections S.P.should ensure that the same P.S/Circle is not inspected in the calendar year by the DIG/Regional I.G.to preclude repetition. Inspections should enable to development of existing human resources.

j. He should send various Returns to the DGP/Addl.DGP,CID/Addl.DGP, L&O besides sending Monthly reports in revised proforma and Crime Review meeting proceedings to Addl.DGP., CID every month.

k. To enquire or cause to be enquired by Officers of repute in all cases of misconduct, wanton excessive use of force, willful registration of cases to harm others, extortion or bribery by police officers, the SP should take immediate action including placing an officer under suspension or recommending to the higher authorities for departmental action. If need be, criminal case be registered against such errant officers. (Chapter 10 of APPM).

l. To follow the principle of *audi alterum partem* (hearing both the sides while deciding punishment in disciplinary matters)

m. To meet officers and men during his visits to police stations, units and reserve police, available at the time, talk to them to know their performance as well as their problems and difficulties.

n. Ensure implementation of personal conduct as envisaged in Chapter No.6 (PSO 112- 117)

T. Social Responsibilities of the police

a. To ensure to bring about behavioural and attitudinal changes among the policemen to be people-centric, child-centric and victim-centric.

b. To ensure that the police personal behave in a dignified manner with due courtesy and decorum when people come to police station or when they interact with people while on duty or off-duty.

c. To ensure that the police personal are above the narrow sphere of caste, creed, religion, parochialism and treat everyone equal.

U. Enforcement of Social Legislations, Minor, Major and Special Acts

a. To ensure implementation of various social legislations, likeThe Prohibition of Child Marriage Act, 2006, The Juvenile Justice (Care & Protection of Children) Act, 2015, AP Gaming Act, 1974, The Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, Dowry Prohibition Act, 1961, Dowry Prohibition (Maintenance of Lists of Presents to the Bride and Bridegroom) Rules, 1985, Protection of Civil Rights Act, 1955, Protection of Human Rights Act, 1993, AP Prohibition of Ragging Act, 1977 and other social legislations which provide a positive and adequate push to social change in a development-oriented society like ours.

b. To impress upon all ranks for effective implementation of various Local , Special and Minor Acts to ensure high-degree of safety and security to the people.

V. Anti - Ragging measures

The Superintendent of Police is the vice-chairman of the Review Committee constituted by the District Collector as Chairman with R.D.Os, SDPOs and College Principals as members in prevention of ragging in Educational Institutions vide G.O.Ms.No.67, Higher Education(EC) Dept.,dt.31-8-2002 of Government of AP and guidelines for prevention of ragging in Educational Institutions issued vide G.O.Ms.No.19, Higher Education(EC-2) Dept. dated 8-3-2010 of Government of AP.

Personal Investigations

46 1. He must personally visit and handle the situation when incidents of specially grave nature occur and ensure that the concerned SDPO/ACP or Addl. SP visits personally all such places and continues to stay till situation returns to normal.

2. He should also visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy floods, earthquakes, train or boat disasters and fire that involve heavy loss of life or property. Detailed instructions should be given regarding the measures to be taken by the police in respect of these natural calamities and other disasters as

contained in this manual. He may entrust some of the duties connected with these to DSP/Addl. SP.

3. In respect of crimes listed in Order No. 51, he should, at his discretion, personally supervise the more important of them while the Addl. SP shall be responsible for personal supervision of all the grave crimes listed therein.

Touring and Inspections

47 1. The SP/DCP shall tour as often as possible through all parts of the district/ zone, staying longer in the areas where public order and crime problems are high.

a) Interact with the Crime prevention team, e-COPS Constabulary, APPs stationed at the Police Station/Circle Head quarters, JFCM of the area, District Forest Officer, Sub Divisional Magistrate, Tahsildar and other officials.

b) Short list repeat offenders, summon them and take up counselling with proffessional counsellors.

c) Separately interact with court PCs / HCs/ASIs/SIs of the Court Trial Monitoring System and sort out difficulties, if any.

d) Take up Road Safety Programme (RSP) while on the tour.

2. He should take special steps to improve the cooperation between the police and the public. Towards this end, he should:

A. He must take the District Estate Officer i.e. DSP AR along with him, identify the police lands, buildings and other lands allotted to police or to be allotted to police.

B. He must use technology in identifying the wanted criminals, visit one or two places where hardened criminals reside, take up counselling of hardened / professional / repeat offenders. Entrust such responsibility to the local Community Contact Committees. Geo-tagging of residences of such offenders would enable focussed preventive policing.

C. Make enquiries and become acquainted with conditions in all-important villages and get to know retired officers with phone numbers.

D. Make enquiries regarding the mode of life of local bad characters and the extent of control over the activities of anti social and goonda elements.

E. Meet some of the victims of crime and complainants to know correctly the quality of police actions and whether they are receiving adequate attention in their cases, and take appropriate measures to correct lapses or negligence if any.

F. Study the organization and functioning of the beats and their interaction with public and voluntary organizations.

G. Inspect the DPO/Sections of CP office as per CP orders, Reserve Police, DCRB/CCRB, all Police Stations of one Circle in each Sub Division and all Sub-Divisional offices at least once in a year.

H. He must attend reserve police parades twice a week and hold orderly room at least once a week. He should also hold kit inspection for the Armed Reserve men during the annual mobilisation.

I. He must visit residential lines of policemen both at headquarters and outside whenever he visits police stations.

J. The SP shall scrutinize and approve all grave crime reports contained in Order 52 after being compiled by the Addl. SP and forward them to the Director General of Police through the Zonal IG/DIGP.

K. A half yearly meeting of all SDPOs, Inspectors, SHOs and prosecuting officers, should be held by the SP to discuss various matters connected with law and order, crime investigation, traffic etc. The SP/ Addl. SP shall be the convenor of this meetingand take follow up action as per proceedings.

L. The SP has a special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice.

M. When at headquarters, the SP/CP should attend office on all working days so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs.

Relations with the District Magistrate

48 1. The District Collector, as the chief executive authority in the district, is primarily responsible for coordination of various wings of Government in the District. He is also the District Magistrate and it is, therefore, the duty of the Chief of District Police to keep him informed both by personal conference and reports as prescribed herein on matters relating to law and order, and public order. The same obligations on attached to the Superintendent of Railway Police in respect of the portions of their jurisdiction within each district.

2. The internal administration of the police department is the responsibility of the SP. Responsibility for the internal affairs of the police, such as promotions, transfers, rewards and punishments of police officers and men rests with the superior officers of the police force.

3. The SP shall keep the District Magistrate informed of any intended absence and the arrangements made before leaving the district on duty. He should also keep himself informed of the whereabouts of the District Magistrate in the district.

4. **SMART** Policing measures: SsP/SsRP/CsP should take up SMART Policing measures (MHA Circular vide D.O.No.554610/HS/2015, dt.14/07/2015 of Union Home Secretary and file No.73/23/2014/DD(E), dt.21/09/2015 of GOI, MHA communicated vide Rc.No.369/L&O-II/2014, dt.24/09/2015 of DGP, AP):

   S - Sensitive and Strict,

   M - Modern with mobility

   A - Alert and accountability

   R - Reliable and Responsive

   T - Techno Savvy

48. 5. Handing over notes :

All the SsP/SsRP/DCsP/Jt.CsP/Addl. CsP/CsP should prepare handing over note on Law & Order, extremist, communal, terrorist, caste problems, prevention, detection, prosecution, return of recovered property to owners, victim support issues, pending projects, budget issues, disciplinary matters etc., when such officer is transfered. In the message of handing over the charge of SP/DCP/CP specific mention should be made regarding the handing over note given to his successor.

6. Broken-Window Theory

The theory says if one person sees the other breaking the law and not being penalized for it, there is a tendency that the law abiding citizen also becomes the law breaking citizen. SsP/CsP should exhibit zero tolerance to petty crimes to prevent bigger crimes.

Addl. SP. Administration

49 1. His main role is to be fully in charge of the district police office and deal with all matters connected with administration, under the control of the SP.

2. The Addl. SP Administration must inspect one or two branches of DPO every quarter and complete the inspection of the whole office during the year. He must record his comments in the visiting book maintained in the office for the purpose. The Addl. SP will inspect the Armed Reserve, with emphasis on their training, morale and welfare, Office Stores, M.T. Office once a year.

3. He should keep the district police office including all Units at Head Quarters in high state of efficiency ensuring promptness in correspondence, timely payment of salaries, allowances and other dues and bills due to the police stations and staff, proper budgetary control, auditing of accounts and care of the government cash held as permanent advance. He shall regularly monitor the expenditure in the police stations ensuring observance of financial discipline and economy. He shall supervise the functioning of the DCRB effectively.

4. He shall supervise the work relating to disciplinary matters so as to ensure their prompt disposal as per SPs orders on behalf of SP. He should constantly bring to the notice of SP all important matters and obtain appropriate orders.

5. The reward rolls and the payment of amount sanctioned and all correspondence relating to medals should be handled with precision and promptness.

6. He shall assist the SP in maintenance of police buildings and residential quarters in good condition.

7 He should submit monthly report on the work done by him to Addl. DGP (L&O) through the SP and the Zonal IG/DIGP. He shall perform any other duty, which the SP entrusts to him particularly in relation to enquiries, welfare, training, public relations and vigilance functions.

8. He should personally visit and supervise cases of grave and specially grave nature and prepare necessary reports. He shall also give suitable instructions to the subordinates on all crime matters and compile grave crime reports sent to the SP by the subordinates.

9. Addl. SP/ Dy.CP or Addl Dy.CP in each District and Jt. Commissioners/ Dy. CP (Crimes) in Commissionerates are designated as Special Juvenile Police Units (SJPUs) vide G.O.Ms.No.12, Home (Services-I) dept, dated.11-02-2016, Govt of AP.

Addl. Superintendent of Police (Operation)/Officer on Special Duty

50 1. An officer of the rank of an Addl. SP is posted in some of the districts where either organized crime or terrorist activity or any other activity, which affects the security of the people and the State, is found to be rampant. He assists the SP in dealing with such problems. He has a special responsibility for securing information, resources, personnel and other facilities required from the district, except the personnel of the investigation teams, with the approval of the SP, to deal with the problem including anti terrorist operations by utilizing the local police, armed reserve police and other special forces trained for this purpose, effectively. The local police shall assist the Addl.

SP (Operation) with information and provide guides and other necessary support for any specific operation which he may undertake. He shall submit monthly report in the prescribed Form 3 to the Addl. DGP (Intelligence & Security) through SP and Zonal IG/DIGP.

2. The Superintendents of Police, Addl. SPs, and all Gazetted Officers in the District, whenever they visit police stations for inspection, investigation of crime or any other work, should take the opportunity of visiting some of the villages, meeting and addressing the local people, acquainting themselves with the conditions in those villages, and devising ways and means of prevention and control of terrorist activities and other law and order situations. The approach to the people should always be marked by a polite and helpful attitude. In cases where there are complaints from public in villages or towns particularly in regard to harassment or unnecessary interference by members of the police force, misconduct or corruption, prompt action should be taken and exemplary disciplinary action initiated against such elements. Villages in the beats, which are crime centres or factious or harbour bad criminals, terrorists, subversive and communal elements, should receive special attention of Gazetted Officers.

Personal Investigations

51. The Addl. SP in all cases listed below shall personally supervise the investigation and personally investigate more important cases among them. The SP shall supervise the investigations in these cases whenever practicable.

1. Dacoity
2. Highway Robbery and robbery of railway passengers
3. Murder
4. Terrorist offences.
5. Organized crime (Syndicated Mafia type of crime)
6. Financial offences involving funds of Rs. 10 lakhs or above
7. House-breaking and theft of a specially grave nature
8. Any specially serious disturbances or riot
9. Conspiracy cases
10. Offences under sections 400 and 401 of the Indian Penal Code
11. Counterfeit coin and currency note cases
12. Cases of specially grave nature, not falling under the above heads, serious cases of rape, major economic offences, dowry deaths, Human rights violations.

13. Trafficking in women and children
14. Any other offence directed to be supervised by competent authority

FORM – 3 **See Order No.50-1**

Monthly report of Sri..... Addl. SP (Operations) .....for the month ..... 20.... to the Supdt. of Police.....

Part – I

GENERAL REVIEW FOR THE MONTH.....

A) This review shall cover the following items.
1. Organised Crime
2. Terrorist activities
3. Activities involving security
4. Activities affecting public order.

B) Requirements required from the District Superintendent of Police to deal with the above problems.
1. Personnel
2. Material
3. Equipment/weapons.

Part II
Itineration

Date	Place		Distance	Purpose	Remarks
	From	To			

Part- III
Visits to Police Stations etc. (Other than inspections)

Name of Station	Date and Hour of		Purpose of Visit	Date of Submission of visiting note	Remarks
	Arrival	Departure			

Part – IV
Organized Crimes, Terrorist Activities and other Security Problems

Station and Cr. No.	Date and Hour of		Crime report number and date	Brief facts of the case	Nature of Crime (Organised or terrorist or other security related cases	Remarks or instructions given if any
	Arrival for personal investigation	Departure from personal investigation				

Part – V
Miscellaneous work
(Attendance at meeting , revolver practice monthly/month ————)

Date	Attendance at meeting	Revolver Practice	Monthly or half yearly meeting	Any other duty	Remarks

Sub-Divisional Police Officers or Assistant Commissioners of Police

52 1 SDPO is an Asst. Supdt. of Police or Dy. Supdt. of Police in charge of a Sub-Division. The departmental status of a Deputy Superintendent of Police is equivalent to that of Assistant Superintendent of Police when they are posted as SDPOs. The role and functions and duties of Sub-Divisional Police Officers or ACPs, are set forth herein. These instructions are to be understood in the context of the Branch to which an SDPO or ACP has specific charge. The duties of DSPs in specialized branches, reserve police, and other wings of the police are detailed in the relevant Chapters.

Chief Office will provide one Reader Sub-Inspector of Police, one writer PC and one e-COPS PC to the SDPO for efficient functioning of SDPO/ ACP Office.

2 Duties and Responsibilities of SDPOs / ASP /ACsP / DSsRP to be performed under the supervision, direction and control of SsP/SsRP/ DCsP/ CsP.

A. Law & order

a. Maintaining Law and Order, Public Order, Peace and tranquility in the Sub Division. Initiating Regulatory and Prohibitory orders.

b. Protecting the life, liberty, property, human rights and dignity of all persons in accordance with Law.

c. Protecting the internal security of the nation and act vigilantly against extremist's activities, Communal violence insurgency etc.

d. Promoting and making arrangements for ensuring public safety and to keep order on public road

e. Keeping in constant touch with SsP / DIsGP/ SsRP/ CsP and other superior officers and concerned RDOs/ Sub- Divisional Magistrates and stake holders.

f. Direct supervision of Police Stations and Outposts (PSO-61) to ensure effective, efficient, honest and regular functioning. Providing leadership and management of staff of police stations / Circles. Scrutiny of records of PS / Circle under his charge.

g. Granting permissions for lawful processions / road shows etc. in the Sub Division after due remarks from the subordinate officers.

h. Visiting scene of offence and submitting Grave Crime Reports (GCRs) after due investigation in grave crimes within seven (7) days from the date of FIR in the revised format after detailed discussion with concerned Investigating officers regarding plan of action, arrests, property seized etc.,

i. Collection, collation and dissemination of actionable intelligence, with all concerned

j. Direct handling of Law and Order situations and incidents that are likely to or have resulted in breach of peace**,** tranquility and communal harmony. Using non-lethal weapons in crowd dispersal (Sec.129/130, 131 Cr. PC) as far as possible.

k. Knowledge-sharing at Dist/Sub-divisional level of crime and criminals, Rowdies, Goondas, extremists, sympathizers, stolen property receivers, other trouble mongers, including absconding warrantees.

l. Ensuring identification of unidentified dead bodies (PSO 499) and updating data in AP Police intranet and taking follow up Legal action as expedient.

m. Registration of missing children / missing persons cases as FIR cases (PSO-410) r/w Apex Court judgments. (Bachpan Bachao Andolan Vs Union of India W.P. (Civil) No. 75 of 2012 of dated: 10.05.2013.)

n. Short listing trouble mongers/rowdy elements for preventive action including preventive detention (PSO 723 to 732) and externment.

o. Documenting all Government lands given to Police Department in the sub-division and protecting the same.

p. Ordering for opening of rowdy sheets, suspect sheets/ history sheets and closure of such sheets.

q. Pursuing with District Magistrate in opening of habitual offender sheets and tracking their movements and providing corrective training under Habitual Offenders Act, 1962 r/w Rules, 1965.

r. Assisting the Revenue Department in conducting Magisterial enquiries.

s. Scrutiny of CD files and passing orders for closure of non-grave cases.

t. Pursuing Anti-Human Trafficking drive from the Source / Transit / Destination (G.O.Ms.No.165 Home (PS & C-A2) Dept dt.25.6.2011 & G.O.Ms.No.138 of Home (PS & C-A2) Dept dt.4.8.2012 of Govt of AP) and liaison with accredited NGOs in rehabilitation ensuring payment of compensation to victims as per G.O. Ms No.28/2011 of WCD, Govt of AP.

u. Initiating proceedings for binding over (PSO-726 to 730) trouble shooters / persons u/s 107 to 110 Cr PC. Special attention to be paid for people disrupting breach of peace or their presence is hazardous to the community U/s 110 (e)/(g).

v. Securing conditional orders from Executive Magistrate / SDM u/s 133 Cr. PC in removal of unlawful obstruction or nuisance, securing fencing of tank / open wells etc.

w. VIP Security and allied duties, including protection to public properties, (roads, bridges, vital installations and establishments)

x. Anti-extremists/Anti Terrorist work in close coordination with all concerned.

y. Counselling and resolving conflicts and promoting amity.

z. Conducting border meetings (PSO-57) with neighboring districts / States for mutual cooperation / coordination.

aa. To obey and execute lawfully all lawful commands of competent authorities and official superiors.

ab. To take charge of and ensure the security of persons, especially women and children and senior citizens found helpless and without support in any public place or Street

ac. Taking Legal action in unclaimed property and to furnish inventory to concerned Magistrates as per Sec.25 of Indian Police Act, 1859.

ad. Performing such other duties enjoined on them by law for the time being in force.

ae. To discharge such other functions as may be lawfully assigned to them by the Government from time to time.

52-2. B. Investigative Duties

a. Personal investigation of Dowry death or cases wherein a woman dies under suspicious circumstances within (7) seven years of her marriage. Close supervision of Section 306 IPC cases to preclude miscarriage of Justice.

b. As SDPO, is the Investigating Officer u/s 5 r/w 6 of POCSO Act, he shall take up investigation adopting child friendly measures and file charge sheets in the designated court (G.O.Rt.No.630 Law (LA&J-Home-Courts–C) Dept. dt.23.3.2013, Govt of AP) in consultation with Special Public Prosecutors (G.O.Rt.No.2364 Law (LA&J-Home-Courts-A2) Dept. dt.23.12.2013, Govt of AP - Refer Chief Office Circular Rc.No.60/M3/2014 dated 21.01.2014)

c. Personal investigation of SC & ST (POA) Act, 2015 cases, Murder for gain, Serious faction murders involving death of more than two people, Murder of Senior citizens, Cases of Custodial death (PSO-500 / 546-6) and Cases of Exchange of Fire resulting in deaths (to follow NHRC Guidelines), Cases of major accidents including collapse of buildings / bridges resulting in more than 5 deaths, adulterated liquor poisoning / food poisoning cases resulting in more than 5 deaths, Cases of Trade Marks Act, 1999 (Sec.115(4)).

d. To follow the procedure laid down by the Supreme Court in the investigation of cases of deaths in exchange of fire or custodial deaths. (PUCL vs State of Maharastra, Crl. Appeal No. 1255 of 1999 dt: 03.09.2014) and to send half- yearly reports to SsP / CsP before 15th Jan/ 15th July every year for onward transmission to NHRC, New Delhi.

e. Visiting scenes of Crime in all grave and specially grave cases, pursuing CLUES teams effecting seizure and arrests, monitoring remands and bails. Forwarding material objects to FSL (PSO-426-5) for examination and reports. Collecting ocular, material, documentary and electronic evidence (u/s 65B Evidence Act).

f. As SDPO/DSP/ACP is the authorized officer u/s 18 of Cable T.V. Network Regulatory Act, 1995 he should file 'complaints' of violation under the said Act before the concerned jurisdictional Court (G.O Ms.No.41, Home (Genl-A) Dept, dt.8-2-2011 of Govt of AP)

g Investigation of Sensational Rape cases whenever possible Ensuring medical examination of rape victims u/s 164A Cr. PC, rape accused u/s 53, 53A Cr.

P.C, conducting TI parade u/s 54A Cr. PC, obtaining specimen handwritings u/s 311A Cr. PC, completion of investigation of Child (male/female below 18 years) rape in three months u/s 173 (1A) Cr. PC, getting audio video electronic statements recorded u/s 164 Cr.PC. and pursuing of offenders outside the State and securing their presence under section 267 Cr. PC. Using Telugu language in lower courts as per GO.Ms. No. 485/Home (courts-B) Dept., dt. 29-3-1974 r/w 272 Cr PC.

h. Filing of charge sheets in personal investigation cases after getting them duly vetted by concerned Prosecutors. (G.O.Ms.No.125,Law (LA&J-Home-Courts.A2) Department. dt.24-9-2013, Govt of AP) as Deputy Directors of Prosecution Department are designated as legal advisers to SsP / CsP.

i. Filing of charge sheets in other grave crimes after discussion with concerned IOs and Public Prosecutors/APPs/Addl.PPs.

j. Monitoring Cyber crime IT Act cases investigation and liaison with service providers.

k. Implementing social legislation like, ITP Act,1956, PCR Act 1956, SC/ST (POA) Act 2015, Prohibition of Child marriage Act, 2006, Bonded labor system (Abolition) Act, 1976. Child and Adolescent labor (Prohibition and Regulation) Act, 2016, Juvenile Justice (Care and Protection of Children) Act, 2015, AP Gaming Act, 1974. AP Prohibition of Cow slaughter and Animal Preservation Act, 1977, AP Prohibition of Ragging Act, 1997, Dowry Prohibition Act, 1961, Dowry Prohibition (maintenance of lists of presents to the Bride and Bridegroom) Rules 1985 etc.

l. To follow meticulously Supreme Court Constitutional Bench directive regarding registration and investigation of cognizable cases (Lalith Kumari Vs State of UP and others WP (Crl) No.68 of 2008 dt.12.11.2013) and to follow three Judge Bench Supreme Court directive in Bachpan Bachao Andolan Vs Union of India dated : 10.05.2013 WP (Civil) No. 75 of 2012 regarding registration, tracing and restoration of missing children (below 18 years) and forward undetected missing children cases after 4 months to Anti-Human Trafficking Wing and liaison with Child Welfare Committee, District Child Protection Units of WCD and Spl. Juvenile Police Units of the district SP/CP office.

m. Sending SC / ST (POA) Act, 2015 cases to Range DIG through SP in case of closure as False / Mistake of Law / Mistake of Fact etc.

52-2. C. Organized Crime

1. Unearthing secret networks of organized crime like, land grabbers, Mafia gang activity, Syndicate crime, Smuggling, Drug Trafficking, Bootlegging,

Contract killing, Money laundering and multi-level marketing and bringing to book all offenders / conspirators from source, transit and destination.

2. In cases of supervision over forgery and impersonation in land related cases to prevent mischief, the SDPO/ACP has to take up speedy investigation by following the due procedure in sending the questioned documents and admitted writings and samples writings collected u/s 311 A Cr. PC to FSL for ascertaining the authenticity and taking up finger prints and sending them to FPB for opinion.

52-2. D. Crime prevention and traffic regulation and control

a. Crime Preventive action, implementation of Community policing, formation of community contact committees, maintaining police and public relations.

b. Ensuring effective response-oriented Preventive/detective beat system (PSO-659, 660 to 672), Patrolling, area-policing.

c. Ensuring Multi-sectoral liaison with other departments like DLSA, Child Welfare Committee, DCIO / ACIOs, State Intelligence Officers, Revenue, Forest, Prison, Prosecution, Judiciary, Transco, PWD, Irrigation etc., as the case may be.

d. Facilitating orderly movement of public and vehicles in the streets / roads / National / State Highways, and implementing RSP (Road Safety Programme) and improving T,Y,X junctions.

e. Supervise, control, planning, traffic education, promulgation and enforcement of traffic regulations in his jurisdiction including highways patrol (PSO-670) measures to prevent accidents and pollution and also inspection of traffic police stations under his charge. As accident cases account for 20% to 25% of total crime, SDPO/ACP to endeavor to prevent traffic accidents and to save lives and property. Liaise with Municipal Corporations, Municipalities, R&B, NHAI and local bodies in prevention. Assist the relatives of the traffic accident victims in submitting requisite papers to the Motor Accident Claims Tribunal (MACT) (Sec.165 of MV Act. 1998) and in hit and run cases (Sec.161. of MV Act). Coordination with District & Sessions Court in providing documents to MACT u/s 168 M.V. Act within 30 days of the date of accident case FIR is important.

f. Following 5 Es (Enforcement, Education, Engineering, Emergency Services, Environment) to reduce traffic accidents. Ensuring quick medical aid *(P.T. Parmanand Katara vs. Union of India - WP (Crl) No.270 of 1988 dated 28.8.1989 - AIR 1989 Supreme Court 2039)* to the injured following 'golden hour' principle (**Golden hour** means that time period lasting uptil one hour following a traumatic injury during which time there is the highest likelihood of preventing death by provision of prompt medical care).

Offender's data to be uploaded in AP Police Intranet to spot out repeat offenders.

g. Annual inspection of shops and premises licensed to sell, repair, stock, transfer of Arms and Ammunition (PSO 293) Checking of storage place of explosives and explosive substances (PSO-299), frequent surprise checking of Guards at vital installations and at VIP residences, checking up lock-ups by surprise.

h. Exchange of criminal intelligence in un-located property offences, repeated offenders and short-listing and prosecuting stolen property receivers residing within the District / Neighboring District / Commissionerates.

i. Watching for advertisements which promise undue profits which amount to Ponzi schemes or multi-level marketing and other financial frauds.

j. Un-earthing networks of crime and criminals, watching for jail released persons (PSO-746-5) and mounting surveillance on repeat offenders

k. Counseling of repeat offenders, conducting cordon and search operations in hotspots of crime/criminals.

l. Initiating issuance of LOCs (Look Out Circulars), RCNs (Red Corner Notices) in cases when wanted accused are out of view / went abroad. LOCs are issued by Joint Director, Immigration, MHA, New Delhi, RCNs are generated by CBI Inter pol, CGO complex, New Delhi.

m. Pursuing with courts for issuance of proceedings u/s 82/83 Cr.PC in cases of absconding accused who are evading arrest - for proclamation and attachment of properties (PSO-483).

n. Liaison with PPs (Public Prosecutors) / Addl. PPs (Addl. Public Prosecutors) / APPs (Asst. Public Prosecutors) in accordance with Chapter No.3, PSO-52 and G.O.Ms.No.125 of Law (LA&J-Home-Courts-A2) Dept dt.24.9.2013, Govt of AP.

o. Taking anti-ragging measures and measures for safety of women and children and senior citizens.

p. Taking up community policing (PSO. 401) for Crime prevention. Maintaining community relations with groups working mainly with children, youth, women, SCs/STs, minorities etc. (PSO. 402), Project Officers Sarva Siksha Abyan, Project Directors of ICDS, WCD, District Child Protection Units.

52-2. E. Administrative Duties

i. Conducting annual inspection of all Police Stations and all Out- Posts under his jurisdiction and enhancing overall functioning and delivery systems (PSO-47), setting goals and future plan of action.

ii. Ensuring Data entry of all seven I.I.Fs from FIR to result of appeal form in Police Stations and using Intranet applications for detection and data mining. Details of Integrated Investigation Forms (I.I.Fs) :

I.I.F. *1. FIR PSO No. 609 Form No. 82*

I.I.F. *2. Crime Detail Form (PSO No. 587, Form No. 76)*

I.I.F. *3. Arrest / Court Surrender Form (PSO No. 609, Form 62)*

I.I.F. *4. Property Search and Seizure Form (PSO No.440,Form No. 58)*

I.I.F. *5. Final Report Form (PSO No. 480 Form No. 69)*

I.I.F. *6. Court Disposal Form (PSO No. 609, Form No. 83)*

I.I.F. *7. Result and Appeal Form (PSO 609, Form No. 84)*

e-COPS support P.Cs help to be taken to up load the data.

Prompt submission of DSRs.

a. Implementing e-COPS/ CCTNs and data entry at Police Stations / Circles / Sub-Divisions.

b. Conducting inspection of premises of major establishments like multiplexes, Cinema Halls, explosive manufacturing and storing units etc., for granting of license by the concerned.

c. Inspection of DPO/CP Office seats (PSO 742 to 752)

d. Sending proposals to SsP/ CsP/SsRP for rewards, to subordinates for outstanding work.

e. Initiate minor punishment rolls (PSO-161-4) up to the rank of SI of Police.

f. Sending proposal to SsP / SsRP/ CsP for major punishments (PSO-161-5) and conducting Oral enquiries.

g. Ensuring implementation of PSO No. 309 regarding inspections of places of public resorts.

h. Ensuring implementation of PSO-283 regarding license, Renewal and user charges.

i. Maintaining cash book and permanent advances (Order.No. 245)

52-2. F. Court Trial Monitoring System and Liaison with Prosecution Dept.

a. Monitoring trial of attempt to murder / rape cases in Asst. Sessions Judge Courts and trials of murder, murder for gain, dowry death, POCSO Act

2012 cases and other Sessions Trial cases in Sessions / Addl. Sessions Courts in Co-ordination with prosecution Department.

b. Preparing list of compoundable cases for Lok Adalat and list of cases for Plea Bargaining u/s 265A Cr PC in consultation with concerned Prosecutors.

c. Liaise with Prosecutors in ensuring speedy justice delivery u/s 309 Cr. PC and other related Sections. Producing witnesses in grave and Specially Grave cases. Contesting bails, preferring appeals, watching jail released persons.

d. Monthly cross-checking of pending NBWs and summons of Police Stations with jurisdictional court records.

e. Use of Telugu language also as Court Language (Sec.272 Cr.PC) (G.O.Ms 485 Home(Courts-B) Dept. dated: 29.03.1974, Govt of AP) r/w Sec.272 Cr.PC

f. Ensuring recording of evidence in absence of accused (where there is no prospect of arresting him) u/s 299 Cr.PC r/w 33 Evidence Act. In some warrant cases ensuring recording audio-video electronic evidence of witnesses (u/s 275 Cr.PC) who are at far off places or who feel threatened at the sight of accused.

g. Producing the accused through P.T. warrant u/s 267 Cr.PC.

h. Wherever expedient, pursuing recording of evidence by audio-video electronic means u/s 275 Cr.PC.

i. Ensuring filing of 'complaints' by witnesses in case of threatening u/s 195 A Cr.PC punishable u/s 195-A IPC.

j. Ensuring 'in camera trial' u/s 327 Cr.PC and also under Sec. 37 POCSO Act, 2012.

k. Rendering assistance to the victims in preferring appeal against any Court Order as per Sec.372 Cr.PC.

l. Liaise with Secretary, District Legal Services Authority in finalizing cases fit for Lok Adalat.

52-2. G. Regulatory Functions

a. Preparation of Schemes for elections, VIP Bandobust Schemes, rationalizing man power requirement, briefing, de-briefing, regulating processions, dharnas, rastha rokos, road shows etc., u/s 30 of Police Act,1861 and other Acts in force.

b. Issuance of Prohibitory orders by Sub-Divisional Magistrate and orders u/s 133 Cr.PC. by Tahsildhar and Executive Magistrate as and when need arises.

c. Use of non-lethal weapons in dispersal of unlawful assembly.

d. Preventing over loading of Public Transport Vehicles, boats while crossing rivers, spirited youngsters driving dangerously and recklessly.

e. To undergo training in APPA/other training centers as and when nominated.

52-2. H. Human Resources Development

a. Ensuring in- house and institutional training, capacity-building of all personnel of Sub Division at DTC / PTC and officers at APPA / other training institutions once in a calendar year.

b. Imparting computer knowledge and data entry skills to all personnel.

c. Skill building of officers in investigating specialized offences.

d. Opting for skill building training courses within the country and outside.

52-2. I. Human Resource Management

a. Forming specialized investigating Units within the Sub Division for investigating sensational bodily and property offences, for detecting Organized Crime, Financial frauds, drug offences and other sensational crimes.

b. Motivating subordinates with rewards / GSEs / MSEs / Police Pathakams.

c. Launching Special Drives on Police related matters.

d. Redressal of grievances of subordinates.

52-2. J. Welfare

a. Check up Police quarters - taking up matters with Police Housing Corporation and other Departments for repairs. Arranging for annual health check up of subordinates and issuance of Smart Arogya Bhadratha Cards.

b. In case of death / injury of subordinates rendering medical help and taking up matter with the concerned for sanction of all benefits.

c. Evincing interest in Sports / Duty Meets and participating in the Sports events and preparing Sub-Divisional teams.

52-2. K. Victim related issues

a. Ensuring payment of compensation to victims under various provisions / G.Os and u/s 357-A Cr.PC. Liaison with District Legal Services Authority and Project Directors of ICDS of WCD and Collectorates.

G.O.Ms No. 43 HOME (Courts-B) Dept, Dated : 15.04.2015, Govt of AP regarding compensation to victims by District Legal Services Authority read with GO Ms. No.132, Home (Courts-B) Dept. Dt. 6-12-2016.

b. Observing child-friendly measures following B.I.P (Best Interest Principle) during investigation of sexual assaults on children (boys / Girls below 18 years)

c. Ensuring video-conferencing (u/s 275 Cr.PC) of recording of evidence of victims of human trafficking in the premises of Dist. Legal Services Authority - (letter of Registrar General, High Court of AP in ROC No.934/ SO/2012 dt.28.9.2013).

d. Conducting Rescue operations of VOCSETS (Victims of Commercial Sexual Exploitation and Trafficking) with Special Police Officers (all Inspectors of Police and ACPs vide G.O.Rt.No.475 Home (Pol-D) Dept dated 16.8.1991, Govt of AP are designated as SPOs) in terms of Sec.13 of Immoral Traffic (Prevention) Act, 1956). Conducting Rescue operations of Bonded labour.

e. Ensuring constant liaison with Project Directors (Protection Officers) of WCD at District Level in the implementation of Protection of Women from Domestic Violence Act. (PWDV Act) and in claiming interim relief fund as per GO Ms 28 of WCD of 2011.

f. Ensuring expeditious return of recovered property to the owners through Courts u/s 451, 452, 453 Cr.PC.

g. Adopting victim-friendly measures both during investigation and trial in court as contemplated in Criminal Law (Amendment) Acts including Act 2013 and under POCSO Act 2012.

h. Interacting with Child Welfare Committees (CWC) regarding restoration and re-integration of traced/found children in need of care and protection as per Juvenile Justice (CPC) Act 2015 and liaison with Juvenile Justice Board (JJB) in cases of CICL (Child in conflict with law) and Children Courts where CICL is between 16 and 18 yrs involved in heinious offences punishable with 7 yrs imprisonment and upwards.

52-2. L. Response Policing

a. Ensuring prompt response in 'dial 100' response mechanism.

b. Keeping Blue Colts, Rakshaks, Mobile Police Units, CLUES Team (PSO-554-1), S.W.A.T Teams (Special Weapons and Tactics) in high degree of alertness/ preparedness.

c. Ensuring readiness of Riot Control equipment with Armed Reserve HQs and conducting mock-drills.

d. Answering all Telephone / Cell phone calls at all times and attend to Policing work.

52-2. M. Powers of Police in relation to unclaimed Property

Listing out all unclaimed property lying in the P.Ss, Circles, Bus stands, Railway Stations, other public places in his/her jurisdiction and where necessary, seize such unclaimed property u/s 102 Cr. PC. Inform the Jurisdictional Court to take up disposal of property less than Rs.500/- Value (which in normal course is subjected to speedy and natural decay)

on instructions of SP/ DCP as per Sec.102 (3) Cr. PC. He Should upload such data in the 'Police intranet' to all SsP/SsRP/CsP for informing whether such property is wanted in any one of their cases and also publish such information in local news papers. If not, inform the SP/DCP/SsRP/ CP for further follow up action as laid u/s 457, 458 Cr. PC.

52-2. N. White Collar Crime

Investigation of White Collar crime (Crime committed by persons of respectability and high social status in course of their occupation or business). Keeping a track of

a. Fraudulent advertisements,
b. Bank frauds,
c. Cell phone frauds
d. Counterfeiting
e. Computer frauds including '419' Nigerian frauds
f. Credit card frauds
g. Examination frauds / Paper leak frauds
h. Immigration frauds
i. Fake employment placement rackets
j. Food adulteration
k. Insider trading
l. Insurance frauds
m. Multi-level marketing / Ponzi schemes
n. Money laundering - Hawala / Undi
o. Illegal organ - Transplantations
p. Securities fraud, and
q. Tele-marketing frauds etc.,

While ordinary criminals are afraid of law enforcement agencies, white collar criminals are rarely so, because they think that on being detected, they may only be transferred or fined or given a short-term imprisonment.

52-3. Supreme Court bans Shrines, Statues on public roads.

The Supreme Court of India in January, 2013 directed the State Governments not to grant permission to install any Statue or erect any Structure on public roads, pavements and sideways and other public utility places and directed municipal and Government bodies to prevent unauthorized constructions being carried out under the garb of religious structures. The Supreme Court said "*public road is not any one's property. Each citizen has a right to use the road and that right cannot be interfered with or impeded by constructing a temple, mosque, church or gurudwara or by installing the Statue of a public figure."*

The SDPO has to be proactive in this regard and take preventive action.

52-4. The Specific detailed duties of Sub-Divisional Police Officers or Assistant Commissioners of Police in respect of investigation of crimes are :

All cases during investigation in the Sub-Division shall be supervised by the SDPO. He shall peruse all case diaries in the cases so investigated and issue instructions/guidelines. He shall be responsible to ensure maintenance of all crime records and coordinate investigation within the Sub-Division and with neighbouring and other Sub-Divisions. The grave crimes to be investigated by him are indicated herein. He should associate himself with the investigation and be available to personally visit and guide investigating officer. He shall also ensure that the investigations are carried out with efficiency and professionalism and scientific methods adopted for detection without fear or favour. He should at all times, take particular care to see that no third degree methods are used and no police torture is caused. Satisfaction of victims and that of the complainants through prompt restoration of properties recovered and bringing offenders to book is of utmost importance. The SDPOs in Traffic and Railway Police shall perform all the duties with reference to their specific charge as are detailed above for Sub-Divisional Police Officer.

52-5. Personal investigations

The Sub-Divisional Police Officers of Districts and Asst. Commissioners of Police in Cities shall personally supervise investigations of all grave crimes, duly visiting the scenes of crime. They should, whenever possible investigate all cases of murders for gain, cases involving more than one death, exchange of fire involving death, professional dacoities, sensational cases of rape, important case of organised crime and serious economic offences. In addition, they shall investigate all cases of attempted suicide or death in suspicious circumstances of young married women during the first 7 years of their marriage, offences under I.T. Act 2000/2008, offences under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 2015 and those in which the law requires personal investigation by an officer of rank of DSP/SDPO.

52-6. They should hold inquest in death cases taken up for personal investigation, record statements verbatim and write the case diaries and perform all functions of the Investigating Officer (I.O.) taking responsibility till such cases are finally disposed of in the Courts. In the monthly reports, the SDPOs/ACPs should incorporate details of cases personally investigated by them. The following classes of cases will be termed as **grave crimes**:

52-7 List of Grave Crimes

Order No 52.7	List of Grave Crimes
A	Dacoity (395 IPC) and dacoity with murder (396 IPC) and other related offences u/s 397, 398, 399 IPC.
B	High-way/House/Train Robbery.
C	Robbery over Rs.10, 000/- (or equivalent Gold / Silver).
D	Murder / Murder for gain.
E	All terrorist and extremist offences and those affecting security which are punishable above seven years imprisonment and above.
F	Culpable Homicide not amounting to murder.
G	Rape, Gang Rape, Sexual assault of child (male/female under 18 years) under Sec.3 r/w 4 of POCSO Act, 2012. Aggravated Sexual Assault u/s 5 r/w 6 of POCSO Act. Using child for pornographic purpose u/s 13 r/w 14 of POCSO Act.
H	Dowry Death cases u/s 304 B IPC and cases u/s 306 r/w 498-A IPC if death is caused within 7 years of married life, Acid attack cases u/s 326-A & 326-B IPC.
I	House breaking over Rs.2,50,000/- (cash or equivalent Gold of 9 tulas or equivalent Silver or any moveable item)
J	Theft over Rs.4,00,000/- in cash or 14 tulas Gold or equivalent Silver or any moveable items.
K	Cases of manufacture, storing and circulation of Fake Indian Currency Notes (FICN) and counterfeit coins.
L	Organized crime of any description like Human trafficking (u/s 370, 370A IPC r/w 366 A, 366B, 372, 373, 376D IPC or Sec. 3 r/w 4, Sec,5 r/w 6 of POCSO Act.) including drug trafficking (NDPS Act and PIT NDPS) Smuggling, Red Sanders smuggling, contract killing, money laundering, Multi level marketing, kidnapping /abduction for ransom, large scale money lending rackets forcing/coercing victims in sexual/other forms of exploitation.
M	Cases of storing or manufacture or use of bombs or explosives or fire Arms and ammunition whether political or not. Storing Bomb material like Arsenic Sulfide , Potassium chlorate, gelatin sticks, plastic explosives, RDX etc.
N	Assault on Police officers, Sub-Divisional Magistrates, Taluk Magistrates or District level Officers, Judicial officers while discharging their duties. (u/s 353/ 332/333 IPC or other grave offences of Sec.307 IPC)
O	Offences under sections 400 & 401 of the IPC. Preparation of gang case files by SDPO based on number of dacoities by a gang in a calendar year.

Order No	List of Grave Crimes (continued)
P	Conspiracy cases related to waging war/attempting to wage war against State, related to creating enmity between different groups defined u/s 153A IPC, Terrorist Crime as defined u/s 15 of Unlawful Activities(P) Act, 1967.
Q	Serious road accidents of 3 deaths and above or death of a VIP like MLA/MP/Minister in a road accident or Air Crashes resulting in 3 deaths or derailment / Train accidents resulting in more than 3 deaths.
R	Professional poisoning death or injury by noxious gases, serious cases arising due to food poisoning or spurious drugs, cases of industrial emissions affecting human beings on a large scale involving hospitalization / resulting into death.
S	Offences resulting in grievous hurt and serious mischief or arson committed on members of SCs & STs on caste consideration.
T	Cases of misappropriation involving property of value of Rs.50 Lakhs or more of Government Departments or undertakings or financial institutions - banking or non-banking
U	Major organized financial crimes affecting public and involving public money of over Rs.1 crore value either under AP Protection of Depositors of Financial Establishment Act or other Acts and Trade Marks Act, 1999 (Sec 115 (4)
V	Case of sensational nature or of public importance or cases coming within Order 33.8, but not covered in this sub-order.
W	Exchange of fire resulting in death / custodial death cases.
X	SC & ST (POA) Act, 2015 cases.
Y	Major accidents including collapse of buildings / bridges resulting in more than 5 deaths
Z	Adulterated liquor poisoning/intentional food poisoning cases resulting in more than 5 deaths.

They shall investigate important cases of lesser gravity, which may occur near their halting places.

8. Some latitude is permitted as to compliance with this order. For instance, if the guilty persons are known and evidence is at once forthcoming or if the case comes within the category of a grave crime merely for technical reasons or if in a robbery, the case is an isolated one and trivial or if a murder is followed by the accused, committing suicide, personal investigation may be dispensed with. Assaults on police officers of a petty or technical nature, unimportant road accidents, possession of explosives, arms and ammunition unless with political or terrorist implications or otherwise not important, need not be personally investigated by SDPOs or ACPs. They shall, however, send reports in the prescribed Form 4.

9. A Sub-Divisional Police Officer, supervising the Investigation shall, after reaching the scene of a crime, inspect it, make sure all clues are collected

and examine all witnesses in the presence of the IO. He will then, along with the IO study the case thoroughly and discuss the evidence available and further evidence to be collected and see that the case diaries are written promptly and correctly. The Sub-Divisional Police Officer should normally remain in the town or village along with the IO till all clues and evidence is gathered and the investigation reaches a satisfactory stage.

10 In case where definite clues are not forthcoming, the SDPO and the Inspector heading the investigation should camp in the village/town of occurrence till the case is detected or till useful clues are obtained. However, after long and strenuous efforts, if clues are not forthcoming, further investigation may be left to the local Officers having jurisdiction or special team, if any. Investigation may be resumed later if necessary.

11. In case the SDPO receives information of the occurrence of another grave crime while engaged in the investigation of one grave crime, it is up to him to decide as to which one of the cases require his immediate attention and act accordingly. But before leaving the place, he should give detailed instructions to the Inspector in-charge and the Sub-Inspector assisting him on the lines of further enquiry to be pursued and further action to be taken. If necessary, he should return to the investigation of the first case after completing the investigation of the second. If, on the other hand, he feels that his investigation of the first case is more important than that of the second, he should continue the investigation of the first case and proceed after its completion to the second. The instructions or directions issued should be kept in Part I of case diary file and not in Part II.

12. After visiting the scene and investigating a grave crime by himself or by Inspector and in any case not later than a week of the issue of the FIR, the SDPO should send detailed grave crime report in Form 4 in duplicate to the Superintendent of Police. The SP should read it and make such remarks or record such instructions, as he considers proper to be conveyed and forward one of the copies to the Zonal IG/DIGP. A copy of the grave crime report will also be sent to the District Magistrate if it is falling in the category of cases of specially grave nature. A report should be sent by the Sub-Divisional Police Officer in a grave crime, even if it has not been personally investigated by him and even if it is treated as false or mistake of fact.

Signature:

Designation:

To

The Commissioner of Police / The Supdt. of Police.....unit

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13. When investigation is completed in a grave crime, a report should be sent by IO in the manner prescribed, with the report of the Legal Officer/ APP. The SDPO should forward that report to the SP with his comments for orders regarding its disposal. The SP is competent to pass orders in all grave crimes. He may take further opinion of the Addl. PP. The file will be returned to the IO with the orders passed for further action. It is open to the SP to seek orders of the Zonal IG/DIGP or Addl.DGP CID or the DGP in which case, it should be routed through the Zonal IG/DIGP to the Addl. DGP, CID who will, after further opinion of the Legal Advisor and with his own comments, place the case if necessary to the DGP for orders. Such a procedure should be adopted only in complicated and important cases where the SP/CP is not able to take a decision and not as a routine exercise.

14. The Zonal IG/Range DIGP, Addl.DGP CID and the DGP are competent to call for any file in which case the above procedure should be followed. Every order in respect of investigation of the case by a superior officer should be in writing, recorded in the file and no oral instructions should be passed on.

15. The progress achieved up to the time of submission should be incorporated in the grave crime report. If the accused has been arrested or a major portion of the property has been recovered, it should be considered that sufficient progress has been made and no further progress report need be sent. It is only in cases where, at the time of the submission of the grave crime report, the investigation has not taken a definite shape, progress reports in Form 5 should be sent weekly (being dispatched on Mondays) to the Zonal IG/Range DIGP through the Superintendent of Police / CP. Even in such cases, if the line of action proposed in the case is indicated in the grave crime report itself, progress report is necessary, whether such instructions are complied with by Investigating Officer.

52.16. The Sub-Divisional Police Officer should, in the report indicate whether he would be submitting weekly progress reports or not. It will, however,

be open to the Superintendent of Police and the Inspector General/DIGP of the Zone to call for progress reports. In every grave crime, whether weekly progress reports are sent or not, a final report after the disposal of the case shall be sent in Form 5 as under.

FORM – 5 **See Order No.52-16 & 867-3**

WEEKLY PROGRESS REPORT ON GRAVE CRIMES BY GAZETTED OFFICER

Name of officer .....SP/SDPO of .....District/Sub-division.....

Date of weekly Report.....

Grave Crime Number	Crime Number, Station, Circle and Sec.of law	Date of First Information Report	Progress and remarks	If Charged, CC/PRC No.

Note: Final Progress report should be sent after the case is disposed off.

17. The SP and Addl.SP shall likewise send grave crime and progress reports, if any, in cases personally investigated by them.

18. Reports received by the Zonal Inspector General/Range DIGP are to be filed in their offices and they should maintain a watch over the progress and disposal of the cases. Copies of grave crime reports and progress reports should not be sent to the office of the Addl. DGP CID/Director General of Police, unless called for. In case where DGP's orders are required, the concerned grave crime report file with a covering note should be sent through Addl. DGP CID and Zonal IG/DIGP.

Monthly Reports by Officers of the Rank of DSP and above

53-1. The SPs,SsRP,DCsP,Addl. SPs, Addl DCsP, ASPs, SDPOs, DSsP & ACsP should submit a monthly report in Form 2 to the next senior officer. The first part of the report would be in the form of a general review of the district or the sub-division, as the case may be. This review will be written under the following heads. The SsP/DIsGP/IsGP of CID have to submit in Form 2A.

2. **Law and Order**:- This should contain a note on the law and order position in the district/Sub-division and should deal with terrorist activities, agrarian troubles, serious disturbances, factions, strikes, elections, grave occurrences and important bundobusts.

3. **Crime**:- This should contain the comparative statement of all crimes for the month, the previous month and the corresponding month of the previous year, brief reasons for fluctuations, notes on detection and investigation of important crimes.

4. **Traffic and Highways**:- This should contain measure taken to improve traffic and Highway patrol.

5. **State of training, discipline of the various wings in the District/ City**:- Any bad instances of neglect of duty or offences committed by Police personnel and allegations of corruption, misbehaviour or torture against police, matter relating to functioning of community contact Committees and community policing and human right violations should be mentioned under this Head. State of training of various wings of police should also be described.

6. **Other Matters**:- All other important matters of interest.

7. The second part of the report should contain particulars of itinerary, prescribed inspections, grave crime investigations, departmental disciplinary enquiries and other items of work done by the officer.

8. Assistant / Deputy Superintendents, Additional Superintendents will submit their reports before the 5th of each month to the Chief of District Police, who will offer his remarks on them and forward them all together with his own monthly report in duplicate to the Zonal Inspector General/DIGP before the 10th. of the month. The Inspector General/DIGP after scrutiny will return the report of the Sub-Divisional Officers to them through the Superintendent of Police with his remarks or instructions, if any. The report of Addl.SP will be sent by Inspector General/DIGP to the Addl.DGP concerned. The report of the District Chief of Police will be sent by the Zonal Inspector General/DIGP through the Addl. Director General of Police (Law &Order) to the DGP and the second copy to Addl. DGP CID before the 15th.of the month. They will, after scrutiny, return the report to the Superintendent of Police through the Inspector General/ DIGP of the Zone.

9. The first part of the reports of the officers of the Railway Police, Crime Investigation Department, City Police, Special Police Battalions, Special Armed Reserve, Transport and Radio Organizations, Police Training College and Recruits Schools may be sent to Addl DG/DGP through proper channel. The Addl.DG/DGP will return them after perusal.

10. If there are no particulars to be reported under any item mentioned in the monthly report form, a "Nil" report should be made in respect of that item.

11. The monthly reports shall be treated as confidential at all stages. On receipt from the DGP through the Zonal Inspector General of Police/ DIGP, the SP shall file them in their personal custody, along with instructions issued or received therein. On his transfer, he will hand them over to his successor under acknowledgement.

12. Officers under probation (ASsP / Dy. SsP) during practical training in the district shall send weekly reports to the Director General of Police through proper channel. They will send monthly reports when placed in charge of sub-divisions.

13. The introduction of the monthly report does not take away the responsibility of any of the officers of the district to inform promptly the SP and the Zonal IG/DIGP and DGP, of any important occurrence within their jurisdiction.

14. As regards Anti-Human trafficking work, only Inspector of Police/SDPO/ DSP/ACP are the Special Police Officers u/s 13 of I.T.P Act and 'the officers on probation shall take their written orders for conducting raid/

FORM - 2 **See order No.42.A(1) 47-2M & 53-1**

MONTHLY REPORT OF SDPO/ACP/ Addl. SP, Addl. DCP, SP/SRP/ DCP, RANGE DIG/JT.CP (CRIMES) / CP / Regional IGP
(Separate proforma for CID officers in Form 2A as per PSO 53-1)

Monthly report of Sri.....Sub-divisional Officer / Asst. Commissioner of Police/Addl. S.P/Addl DCP/ Superintendent of Police/ Superintendent of Railway Police/Dy. Commissioner of Police/Range DIG/ Jt. CP, Crimes of .....Sub-Division/ Division/ District/ Zone/ Range/ City for the month of.....20....

PART - I
GENERAL REVIEW FOR THE MONTH OF.....
(This review should cover the items mentioned in Police Standing Order 53 by 5th of succeeding month).

1. Law & Order	
(A) Extremist / terrorist activities;	
(B) Agitations / Dharnas (Political, Agrarian, Students, Industrial etc)	
(C) Serious Rioting /Kidnapping;	
(D) Preventive detention/ Externment proposals sent.	
(E) Other preventive work;	
(F) Rowdy sheets opened against bodily Offenders	
2) Crime:	
(A) Comparative statement of monthly crime with previous month and same month of the previous year (Form 183)	
(B) Reasons for fluctuations.	
(C) Movement of Dacoity / robbery / HB/ attention diversion, Pseudo-Police, Chain snatching gangs and preventive measures taken.	
(D) Organized crime reported.	
(E) Restoration of Recovered Property to owners u/s 451, 452, CrPC.	
(F) Specifics of Criminal Intelligence sharing with other officers.	
(G) Medical /FSL reports received.	

(H) Attachment of properties in Economic Offences	
(I) Action taken under Special and Local laws.	
(J) Status of entry of 7 LLFs in Intranet.	
(K) Whether Jail Release list is scrutinized and Surveillance mounted on repeat offenders.	
(l) No. of lost/recovered motor vehicles identified / traced / Restored to owners.	
(m) No. of cases of unidentified dead bodies registered/identified/yet to be identified.	
(n). History/Suspect sheets opened against property offenders.	
(3) Traffic and Highways :	
a. Programme taken up under RSP Project, improvement of T.Y.X Junctions, 3 Es (Engineering, Enforcement and Education).	
b. Road Safety Council meetings held with actionable out comes.	
c. Liaison with other Departments. Educating Hospitals for free treatment of traffic accident victims.	
d. Special drives conducted.	
e. Providing documents to Motor Accident Claims Tribunal (MACT) in accidents cases.	
f. Whether Road accident Report Forms (Form 49) are received from Inspectors in all accident cases.	

(4) (a) State of Training (Human Resource Development) of the various Wings:

Sl No.	Venue	Name of the Topic	Dates		Rank and No. of police personnel attended	Out come
			From	To		

(b) Steps to improve / quality of man power. (Please quote any indiscipline activity of Subordinate officers)	
(5) Trial & Prosecution :	
(A) Monitoring grave / specially grave PT cases/Court attendance, if any with date.	
(B) Functioning of Court trial Monitoring System.	
(C) Execution of NBWs/ PT warrants (267 Cr PC).	
(D) Section 82/83 Cr PC proceedings taken up in case of absconding warrantees.	
(E) Issuance of LOC/RCN against absconding accused.	

(F) Meeting with Prosecuting officers and Legal Advisors in finalizing charge sheets.	
(G) Short listing Lok Adalat cases (Compoundable cases)	
(6) Protection of Women & Children and Victim Compensation : GO.Ms 28 of WCD of 2011, GO Ms 43 of Home Dept, dt.15.4.2015	
(A) Action taken under crime against women and children. Interaction with concerned Officials for payment of compensation.	
(B) Missing persons cases reviewed with date.	
(C) Anti-Human trafficking work :Raids/Rescues conducted. Traffickers arrested/victims rescued.	
(E) Interaction with NGOs for safe custody	
(7) Anti-ragging measures :	
(A) No. of Colleges/Universities where meetings were held	
(B) Names of Colleges who have not complied with the instructions	
(C) Action taken.	
(8) Protection of SC/ST, Weaker Sections	
(A) No. of SC/ST (POA) Act, 2015 cases registered	
(B) No. of SC/ST (POA) Act cases charged	
(C) No. of SC/ST (POA) Act cases referred as False / M.L/M.F etc	
(D) No. of PCR Act cases registered	
(E) No. of PCR Act cases charged.	
(9) Welfare of Policeman :	
(A) Any Police men injured in action	
I) whether care is taken for treatment.	
II) any compensation paid.	
(B) total No. deceased police personnel	
I) Exgratia amount paid to the families of deceased police personnel	
II) Employment secured to the families are deceased police personnel.	
III) House sites allotted to the widows of deceased police personnel.	
IV) Medical camps conducted, attendance and the result thereof	
(10) Any other L&O/ Crime/ Traffic/ Bandobust / Court Work etc, that deserve special mention.	

PART – II

I - ITINERATION

Date	Hour of		Place		Distance	Purpose	Remarks (Note the conveyance used. If own Car is used note "My own Car").
	Departure	Arrival	From	To			

II - INSPECTION OF STATIONS and RECORDS OF CIRCLE INSPECTORS and SUB-DIVISIONAL OFFICERS and OFFICE OF THE SUPERINTENDENT OF POLICE*

Total Number			Number inspected up to the end of the month previous to the one under review	Number inspected during the months under review.	
Stations : Outposts :					
Name of the Station, Circle or Sub-Division	Date and hour of		Village visited	Date of Submission of inspection report	Remarks, (In the case of break of inspection give reason)
	Arrival	Departure			

* Pertaining to Inspection by Range DIsGP and Guntur Range IGP.

III - VISITS TO STATIONS (Other than inspections.)

Name of the Station	Date and hour of		Purpose	Date of submission of visiting notes	Remarks
	Arrival of visit	Departure of visit			

IV. Dates of :

(1) Parade attendance.
(2) Orderly room.
(3) Kit inspection.
(4) Inspection of District Police Office Branches, Stores (including condemnation).
(5) Inspection of lines and buildings.
(6) Inspection of motor transport.

V - GRAVE CRIMES
(Give a list of grave crime reported and investigated during the month).

Station & Crime No	Date and hour of			Arrests made/ Names of persons absconding	Brief facts of the case.	If not investigated personally reasons therefor	Plan of action
	Receipt of F.I.R	Arrival for personal investigation	Departure after investigation				

VI - ORAL ENQUIRIES
(give a list of all disciplinary cases pending oral enquiries).

Name and number	Date of				State at which enquiry stands	Reasons for delay, if any	Remarks
	Delinq--uency	Discovery of Delinquency	Charge Explanation	Commence ment of Oral enquiry			

VII – COMPLIANCE TO SUPERIOR OFFICERS REMARKS OF PREVIOUS MONTHS

Designation of the Superior Officer	Remarks made with months	Reply furnished

VIII - MISCELLANEOUS WORK.

(Attendance at meetings, such as Planning, RTA, Prohibition, SJPU meeting, Montly, Half – Yearly Meetings, Review meeting with Dist & Sessions Judge, Revolver Practice, VIPs Bandobust, Cordon & Search operation with results, Red alert activities etc.)

MONTHLY REPORT FOR THE OFFICERS OF CID

FORM 2 C

See order No.47-2M & 53-1

MONTHLY REPORT OF SP/ Dy. IsGP/ IGsP of CID

Monthly report of Sri/Ms.....
Superintendent of Police / Dy. Inspector General of Police / Inspector General of Police, CID, AP.

PART I A

GENERAL REVIEW FOR THE MONTH OF.....

(This review should cover the items mentioned in Police Standing Order 53 by 5th of succeeding month).

Total No. of cases entrusted	
Total No. of cases UI	
Total No. of cases PT	
(i) **UI cases details :**	
(a) Total No. of cases where Preliminary Enquiry Reports (PER) submitted and scrutinized.	
(b) No. of cases where arrests have been made	
(c) No. of cases where arrest are yet to made	
(d) Details of cases (Crime No., Section, Date) Where M.Os sent to FSL/FPB with date	
(e) No. of cases where bails have been granted by Court	
(f) No. of cases where Writ Petitions/ Criminal petitions are filed (under 482 Cr. PC or other provisions of Law)	
(g) Brief details of WPs / Criminal Petitions where counters have been filed	
(h) Brief details of cases where Government issued prosecution with drawl orders u/s 321 Cr.PC	
(i) Details of anticipatory bail petitions filed by the accused/counters submitted by the concerned investigating officer.	
(j) No. of Cases in which action taken in " Stay on arrest of Investigation" Court orders	
(k) No. of NBWs pending during the month:	
(l) No of NBWs executed	

(m) No.of cases in which Sec.82/83 Cr.PC proceeding initiated against absconding warrantees	
(n) No. of cases where production warrants obtained u/s 267 Cr.PC (with Crime No's.)	
(o) No of cases in which attachment of property initiated u/s 83 Cr.PC (with Crime No's.)	
(p) No. of cases in which LOCs initiated / issued in case of absconding accused (with Crime No's.)	
(q) No. of cases in which RCN proposals sent / issued (with Crime No's.)	
(r) No. of cases in which Letter Rogatories initiated u/s 166 A Cr.PC regarding witness staying abroad	
(s) No. of LRs u/s 166 B Cr.PC received for execution	
(t) No. of cases where FAR (Final Appreciation Report) submitted during the month	
(u) No of cases where FAR under scrutiny with superior Officers /Legal Advisor	
(v) No. of cases in which orders passed for closure (with Crime No's.)	
(ii) Charge Sheeted Cases	
(A) Crime Numbers where charge sheets have been filed with Court details	
(B) Details of Crime Numbers with Sec. of Law PS CC No. /PRC No./SC No. are obtained (c) No of cases ordered to be closed for lack of evidence or as MF (Mistake of Fact), or as ML (Mistake of Law)	
(iii) Asset forfeiture/Freezing	
(A) Crime No. where Freezing of assets/ forfeiture procedures are taken up	
(B) Crime No .where ad-interim orders obtained from Government (c) Cases that ended in conviction with brief details (enclose separate sheet)	
(D) No. of cases in which Appeals have been filed with court reference no's	
(E) No. of cases where victims /complainants filed appeals u/s 372 Cr.PC (f) Cases in which victim compensation procedure taken up vide GO. Ms. No. 43 HOME (Courts. B) Dept., dated: 15.04.2015.	

(v) P.T. Cases disposed of during the month (A) convicted	
(B) Acquittal	
(C) Transferred	
(D) Withdrawal	
(E) Closed	
(F) No. of PT Cases pending. Reasons for delay in trial	
(G) Any Special effort is made as per Sec. 309 Cr.PC for speedy Trial.	
(H) Have you called on the concerned Judl. Officer/ with your APP/PP for ensuring speedy trial?	
(vi) Inspections : (where applicable)	
(a) Regional Officers inspected during the month	
(b) Whether inspections notes submitted to the superior Officers with current No's.	
(vii) Petition Enquiry :	
(a) No. of petition enquiries pending with the officer.	
(b) No. of petitions filed after enquiry	
(c) No. of cases registered based on petition enquiries.	
(viii) For SP AD Cell only **(In addition to main proforma)**	
(a) Crime Nos. / property lost	
(b) Crime Nos./ property recovered	
(c) No. of raids organized for apprehension of absconding dacoits.	
(d) No. of sheets opened against the UT/Convicts	
(e) Whether information sent to concerned SP / concerned State / CID regarding arrest / conviction. If so, furnish details	
(f) Whether names of accused with details uploaded in AP Police intrantet. If yes, details thereof.	
(ix) For SP WPC only **(In addition to main proforma)**	
(a) No. of counselling sessions conducted by counsellors attached to WPC	

(b) No. of rescue operations conducted during the month under review (AHT drive)	
(c) No. of victims rescued (minors and majors) and home verification taken up	
(d) No. of Traffickers arrested and home verification taken up.	
(e) No. of victims to whom interim relief amount is paid as per G.O. Ms. No. 28 Home (Courts-B) , dated: 13/06/2011, Govt of AP	
(f) No. of victims who are lodged in Government / NGOs Home	
(vi) Inspections : (where applicable)	
(a) Regional Officers inspected during the month	
(b) Whether inspections notes submitted to the superior Officers with current No's.	
(x) For SP SCRB only (in addition to main proforma)	
(a) No. of crime reviews received from the District during the Month under review	
(b) Names of Districts yet to send monthly Crime reviews.	
(c) No. of Detailed reports received with the names of the Districts and comments offered / communicated.	
(d) No. of Finger Prints analyzed and reports sent to SsP/CsP.	
(e) No. of cases detected and SsP/CsP informed	
(f) Whether C & O sheets are finalized and sent electronically through intranet/Hard Copy.	
(g) Has a drive been organized to update criminal data in intranet in the State. If so, name district / commissionerates which have updated all arrests.	
(h) No. of crime meeting proceedings received. Comment on quality of Crime meeting proceedings.	
(i) Names of the Districts / Railway SsP/ Commissionerates who have not sent crime meeting proceedings.	
(j) Whether memos issued or not.	

(xii) Dog Squad (to be filled by concerned SP)	
(a) No. of cases of where tracking dogs were requisitioned	
(b) No. of cases (District/Crime No/PS) detected	
(c) Accused identified or leads given	
(xiii) Bomb Disposal Team (to be filled by Concerned SP)	
(a) No. of calls received for BD Team	
(b) No. of Bombs/IEDs defused	
(c) No. of hoax calls / Action taken on such callers	
(d) No. of cases registered 'Suo motu'	

MONTHLY REPORT OF Sri ..... SUPERINTENDENT OF POLICE / DIG of Police/IGP / ADGP, CID, AP, FOR THE MONTH OF ..... , 20.....

PART-B

(Summary)

Wing	Pending cases as on ...-...-20....			Cases received during month, .. 20			Cases disposed / transferred during month ..... , 20.....			Cases pending as on ..... 20.....		
	UI	PT	Enq	UI	PT	Enq	UI	PT	Enq	UI	PT	Enq
(I) E.O.W. F.I.C.N STRs FCRA (II) GOW (III) WPC (IV) Cyber Crimes (V) Narcotics (VI) AD Cell (VII) PCR / SC / ST Cell												
Total :												

PART-C

A). U.I. Cases entrusted during the month :
B). U.I. cases disposed of during the month :
1. 1) Charge sheeted:
1. 2) Closed:
1. 3) Transferred :

PART – II

I - ITINERATION

Date	Hour of		Place		Distance	Purpose	Remarks (Note the conveyance used. If own Car is used note "My own Car")
	Departure	Arrival	From	To			

II - VISITS TO POLICE STATIONS (For investigation purpose.)

Name of Station	Date and hour of		Purpose of visit	Remarks
	Arrival of visit	Departure of visit		

III- CRIMES UNDER INVESTIGATION

(Give a list of crimes reported and investigated during the month).

Station and Crime Number	Date and hour of			Crime Report Number and date	Brief facts of the case	If not investigated personally reasons therefor.
	Receipt of First Information Report	Arrival for personal investigation	Departure after investigation			

IV - ORAL ENQUIRIES

(give a list of all disciplinary cases pending oral enquiries).

Name and Number	Date of			Commen-cement of oral enquiry	Stage at which enquiry stands	Reasons for delay, if any	Remarks
	Delinqu-ency	Discover of delinquency	Charge Explanation				

V - MISCELLANEOUS WORK.

Attendance of officers for meetings with (i) CS to Govt, (ii) Prl. Secy to Govt (Home), Social Welfare etc, (ii) BC/SC/ST Commission, (iv) Commissioner Prohibition & Excise (v) Registrar Co-operative society (vi) Road Transport Authority (vii) Bandobust (viii) Meeting with Collector & DM (ix) Meeting with CP/SP, (x) Reserve Bank of India, (xi) Central Advisory Committee, Delhi, (xii) Women & Child Welfare Dept.

Check Register of Monthly Reports

54. The IGP/Range DIGP of a Zone will maintain a Check Register of monthly reports in Form 6 to watch the receipt of monthly reports from Superintendents of Police, Addl.SsP, Sub-Divisional Officers and other officers of equivalent rank. A similar register will be maintained by the Director General of Police to watch the receipt of these reports from the Officers.

Reports to the DGP in cases of specially grave nature

55-1. The SDPOs and ACsP shall inform Government and DGP directly by Telephone or Fax or RM under intimation to their immediate senior, SP / CP, DM, Zonal IG/DIGP, Addl. DGP, CID, and Intelligence as soon as they come to know of the occurrence of any crime of a **specially grave nature** in their jurisdiction enumerated below. They shall send a copy of intimation and e-mail to all SDPOs in the District and wherever they consider necessary to their counterparts and SsP in neighbouring Districts. The police communication network should be used for sending these messages. In case, telephonic information is given, it should be followed by a fax or RM or e-mail or a report, if hand delivered, for the confirmation. The Specially Grave Crime report to Superior officers/Government is in addition to GCR (Grave Crime Report)

2. The following constitute offences of **Specially grave nature:**

A. Dacoity with murder in more than one house.

B. Railway Robberies (All robberies of railway passengers are regarded as Highway robberies)

C. Murder of a sensational nature (like murder of an elected representative of Parliament, Assembly, Council, Rape and Murder of a minor, Murder of an important Political functionary)

D. Manufacture and distribution of FICN (Fake Indian Currency Notes)

E. Trafficking of narcotics and psychotropic substances in a commercial scale and drug poisoning.

F. Communal riots involving murder/attempt to murder/stabbing/looting/ terrorising people with arms etc.

G. Caste riots involving murder/attempt to murder/arson/looting/terrorising people with arms etc.

H. Atrocities on SC/STs involving arson, murder, rape, gang rape, assault or molestation or destruction of crops on a large scale.

I. Large scale disturbance, rioting of a specially grave nature which effects the even tempo of the society affecting public order.

J. Large scale violence committed by extremists, terrorist, communal elements involving use of fire arms, explosion and Improvised Explosive Devices, Human bombs etc.

K. Misappropriation of public funds and property of value of Rs.1 Crore and above.

L. Cases in which fire is opened by a public servant, Police officer in discharge of his duty to disperse violent mob resulting in injuries/death of mobsters/public

M. Large Scale Multi-level marketing, ponzi schemes, criminal breach of trust, cheating by bogus institutions, finance companies with money misappropriated exceeds Rs.1 crore

N. Gangsters (organised/individualized) involving in kidnapping for ransom or resorting to inter-gang war resulting in death/grievous injuries to each other.

O. Cases of storage of Bomb making material like Geletines, detonators, PETN, Plastic explosive, Arsenic Sulphide, Potassium chlorate, ammonium nitrate etc., use and storage/manufacturing of bombs/possesion of explosive material.

P. Trafficking of women and children in an organised manner, selling and buying women and children for commercial sexual exploitation, bonded labour.

Q. Assault on Police/Judicial officers causing grievous injuries (Sec 332/ 333 IPC)

R. Custodial deaths, deaths in exchange of fire, death of prisoners while in transit from Jail/Prison to the court and back where NHRC/SHRC guidelines are applicable.

S. Serious fire accidents involving loss of properties worth of Rs.1 crore and above, or involving loss of human life or both (Police to unearth the

cause of such fire accidents. Remember stockists resort to setting fire to their godowns to claim insurance)

T. Rail Rokos, 24 Hrs/48 Hrs/72 Hrs Road blocks, seize Collectorate, chalo assembly (in large scale) movements affecting normal life and disrupting traffic and accompanied by violence.

U. Serious accidents, natural calamities, bridge collapse, flyover collapse, Acquaduct collapse resulting in loss of life of more than 5 persons.

V. Railway accidents/derailment/head on collision/other causes resulting in loss of life of more than 5 persons.

W. Spurious liquor deaths, deaths by food poisoning, deaths by infections in eye camps other medical camps like Tubectomy etc, deaths by drinking contaminated water resulting in loss of life of more than 5 persons, Terrorist violence.

X. Trafficking in persons in a large scale (Sec. 370, 370A, 366A, 366B, 372, 373 IPC)

Y. Cases of sensational nature or of public importance.

Format of Specially Grave Cases Report :

1	**Cr.No./Section of law/Police Station/Circle/Sub-division/District/Commissionerate.**	
2	**Date & time of offence.**	
3	**Date & time of Report.**	
4	**Name of the Complainant with Phone No.**	
5	**Brief facts of the case**	
6	**Motive**	
7	**Details of deceased/injured with Phone No.**	
8	**Details of accused with Phone Nos. Details of existing History sheets/ Rowdy sheets against them.**	
9	**Total loss of Human lives and property lost/ recovered**	
10	**Steps taken to obtain PME / FSL / Other Experts reports. In case of Fire accidents whether Fire Dept's/ Insurance Surveyors' / Loss assessment Surveyors' report obtained? Reports on Arms & Explosives obtained.**	

11	No. of accused arrested and date of remand / whether the accused were involved in any other cases of the districts / Ranges (To go through police intranet)	
12	Steps taken to apprehend remaining accused with address and Phone Nos.	
13.	Details of recovered property restored to owners u/s 451 Cr.PC.	
14	Progress made so far in the investigation. Whether Police pickets/temporary Police Out-posts opened.	
15	Any compensation paid to the victims/deceased. Whether reports submitted for payment of such compensation under various GOs/Sec.357-A Cr. PC. from DLSA/WCD/Collectorate etc.,	
16.	Details of history sheets/suspect sheets opened against accused /Bound over /proposals sent for extemment/Preventive Detention.	
17	Date of filing of charge sheet with CC No/PRC No./SC No.	
18.	Whether inter-state communication is made with reference to dacoits / robberers / pseudo-police/organised crime / Human Trafficking / attention diversion etc.	
19	Present stage of the case. Whether any Magisterial enquiry ordered in case of Exchange of Fire/Custodial violence. Whether report sent to NHRC in 48 hours in case of custodial deaths.	
20	Is there any role of Government in payment of Compensation/Interface with NHRC/other Departments etc.	
21	Instructions issued to the IO.	

3. Subsequent to sending information as above the SP/CP and not the Sub-Divisional Police Officer, or ACP should send as soon as possible and positively to reach in 10 days detailed reports with 8 copies except in respect of cases covered by Orders 55-2-A, B, D, E, J, L, M, N, O and U in which 2 copies may be sent. Progress reports may be sent only in grave cases or if called for. However, the disposal should be reported when the case is finally disposed off. Copies of the detailed reports should be sent to the Zonal IG/DIGP, Addl. DGsP, CID and Intelligence and the DM. The report with all necessary details should be drafted personally by the SP/Addl. SP in the districts and the DCP concerned in the Cities

and should be neatly prepared and dispatched in time as they are to be sent to the Government. They should be signed by the SP, CP/DCP. These should not be mistaken for grave crime reports contemplated in Order 52-12 to 52-16.

Note:- Copies of wireless messages and special reports relating to lost and recovery of police fire arms should be sent to the N.C.R.B., New Delhi.

4. After sending the detailed report, fortnightly progress reports should be submitted in appropriate cases till the investigation is completed and the police report is sent. After the case is charge sheeted, progress report of the CC No./PRC No./SC No. has to be sent. No progress reports need be sent, till disposal by the Court. Appeal, if any to be preferred has to be informed through special report. All important details and developments that come to light should be communicated promptly without waiting for next progress report. In cases of discharge or acquittal, the reasons and whether it is proposed to file appeal or revision as the case may be should be reported. Copies of the judgments need not be sent to the DGP/Govt. unless called for. These instructions apply wherever detailed reports are called for in any of the cases by the DGP/Govt.

56 Protection of Secret Information and Informants - Responsibility of Senior Officers

1. It is a universally recognized fundamental principle of police practice that secret information obtained by the police should, at the discretion of the Head of the Police Force, be kept secret within the force. The identity of sources and agents who supply such information should be known only to officers who employ and handle these sources and agents and to such other officers as the Head of the Force may determine. Every precaution should be taken to protect secret information and its sources from exposure either directly or indirectly.
2. As per Sec. 150 Cr.P.C. every police officer receiving information of a design to commit any cognizable offence shall communicate such information to the police officer to whom he is subordinate, and to any other officer whose duty it is to prevent or take cognizance of the commission of any such offence.
3. No report containing secret information received from an agent or informer or from a source shall be transmitted either in original or by copy. When the substance of such a report has to be communicated to authorized persons, it should be paraphrased, or written in précis form, or summarized, as may be necessary with the greatest care taken to ensure that its source is not indicated by anything in the paraphrase, précis or summary. The instructions of Govt., DGP, Addl. DGP CID, and Addl. DGP Intelligence and Security on this matter should be complied with.

4. Instructions in the preceding suborder regarding the disclosure of secret information apply to the disclosure of all kinds of secret information and their sources, especially those relating to organized crime, economic or financial offences, crimes of violence and terrorism.

5. The Chief Secretary to the Government and the Principal Secretary to the Government, Home Department, may call for in writing, secret information and also the source that furnished it through the Director-General of Police.

6. The District Magistrate, being primarily responsible for coordination of administration in the District is entitled to receive reports from SP containing secret information on law and order but not information relating to sources.

57 Coordination and Liaison in Police work and border meetings

1. Meetings between bordering officers and those from whom investigative or other assistance is required are one of the effective methods of ensuring cooperation, to control all forms of crime and criminals. As criminals move far and ride by quickest means, co-ordination is essential to apprehend them.

2. In order to secure satisfactory cooperation between the police of neighbouring areas all executive officers from the rank of Sub-Inspector to SP, Commissioner of Police and the Superintendent of Railway Police should maintain frequent and confidential interaction by correspondence, e-mails and meetings with officers of the corresponding ranks dealing with such matters in the areas adjacent to their jurisdiction whether within or beyond the State. Meetings should take place when there are pending matters communicating the agenda points well in advance for personal discussion and may be held at a place found convenient. They should take place as often as is necessary to accomplish the intended purpose, and no year should be allowed to pass without at least one meeting. Proceedings of every meeting should be drawn and copy submitted to the next higher officer, maintaining one copy in the office of the sender. Action taken on proceedings of the meetings and conferences should be recorded.

3. Similar meetings should also be organized by Zonal Inspector General/ DIGP with bordering Inspector General / DIGP within the State and with officers of the corresponding rank of bordering areas beyond the State, at least once a year for coordinating steps to be taken for the control of conventional crime, organized crime, terrorist activity, criminals, investigation, maintenance of law and order, and exchange of information. A record of discussions should be drawn up, signed by participants and circulated to all the concerned and the DGP.

4. Sub-Divisional Officers and SP should ensure that the meetings are organized by SHOs and Inspector in their Units with their counterparts. IG/DIGP of a Zone should see that similar meetings are organized by the Gazetted Officers and a report sent to the DGP and Addl. DsGP concerned on or before the 15th January each year stating whether this order has been complied with or otherwise. The report should also state the meetings held by them with their counterparts.

Sl. No.	Agenda points	Officers who will attend the meeting	When to be held	Place of the meeting

5. Border meetings are not to be treated as a mere formality. They are meant and utilized for achieving mutual cooperation, exchange of information, assistance, and perfect coordination of police steps to deal with law and order and crime problems. All officers shall bestow attention and comply with these instructions.

Meeting with Railway Officials

6. Meetings with officers of the South Central, Southern and South Eastern Railways and Andhra Pradesh Police will be held as shown below.

Sl. No.	Officers who will attend the meeting	When to be held	Place of the meeting
1	2	3	4
(a)	Divisional Railway Manager, Chief Operating Manager, and Chief Security Commissioner, Railway Protection Force, South Central Railway, and the Inspector General of Police, Railway Police, Hyderabad, Superintendent, Railway Police, Secunderabad, Vijayawada and Guntakal.	Half-Yearly	Guntakal
(b)	Divisional Railway Manager, South Central Railway; Secunderabad, Divisional Security Commissioner, Secunderabad and Superintendent, Railway Police, Secunderabad.	Quarterly	Secunderabad
(c)	Divisional Railway Manager, South Central Railway, Vijayawada; Divisional Commercial Manager, South Central Railway, Vijayawada; Divisional Security Commissioner, Railway Protection Force, South Central Railway, Vijayawada; Superintendent, Railway Police, Vijayawada or his Gazetted Assistants.	Quarterly	Vijayawada
(d)	Divisional Railway Manager, South Central Railway, Secunderabad, Senior Divisional Commercial Manager, Divisional Security Commissioner, SRP, Secunderabad, Divisional Security Commissioner, South Eastern Railway, Visakhapatnam and Khurda Road, Superintendent, Railway Police, Vijayawada, or his Gazetted Assistant.	Quarterly	Visakhapatnam

7. Convenors for the quarterly meetings at Secunderabad, Vijayawada and Visakhapatnam are Divisional Railway Managers, South Central Railway, Secunderabad, Vijayawada or South Eastern Railway, Visakhapatnam respectively. The half-yearly meetings at Guntakal will be convened by the Chief Security Commissioner, South Central Railway, Secunderabad. The proceedings of these meetings shall be issued by the convenors of the meetings.

8. These meetings are intended to be held so that intelligence regarding the black spots, organized crime gangs etc., may be freely exchanged, complicity of employees if any, in crime discussed and necessary measures for prevention formulated. However, other meetings on specific or general issues can be held as contemplated in sub order 2, 3 and 4 above.

Half-Yearly Meetings of Inspectors and SDPOs

9. A meeting of all the SDPOs of the district and all Inspectors, prosecuting officers shall be held once every half year by the District Chief of Police to review and monitor, law and order, crime, traffic and exchange of information and discuss matters connected with the police administration of the district. A specific agenda should be drawn up in advance with approval of District Chief of Police and circulated to all those who are to participate in the meeting. Due notice of such meeting will be sent to the Railway Police Superintendents with a request to direct the railway Police SDPOs and Inspectors having jurisdiction in the district to attend the meeting. All Gazetted Officers in the district should be present, if possible. A monthly meeting of all SDPOs, and Addl. SPs in the District shall be held to review and monitor crime investigation and take advance action after considering the information gathered for maintenance of peace, security, prevention and detection of crime. There will be a separate session on progress of cases on trial or on appeal when all prosecutors of the District should be present. Minutes of half yearly/monthly meetings shall be drawn up. A copy of the proceedings shall be forwarded to Zonal IG/DIGP.

Direction and Co-ordination of work in connection with Organised Crime

58 1. Organized crime is an illegal activity organized by a group of two or more persons for the purpose of economic benefits and if the activity is legal, it is carried out through illegal means, which includes several heinous offences. This is generally referred to as mafia gang activity or as

syndicated crime. It assumes dangerous manifestations as the members of the gang have fierce loyalty to the gang leader and carry out the activity with total ruthlessness. The common forms of this activity are land grabbing, possession or dispossession of properties, settling marital and property disputes, loan sharking, smuggling, drug trafficking, boot legging, contract killing, kidnapping for ransom, collection from gaming and illicit traffic in women and children, hawala transaction and money laundering and other illegal activities and trades etc., where money is the main motive. The activities are carried out with careful planning, leaving minimum traces of evidence. The effectiveness of these mafia gangs is enhanced by ruthless elimination of witnesses, enforcement officials and even Judges, prosecutors, doctors, police informants etc.

2. Whenever, such manifestations of mafia or gang activity come to notice, even in a seemingly insignificant manner the DSP/SDPO/ACP should commence documenting it and form a team to work out clues with a view to ultimately identify, expose, and prosecute the members of the gang. This has to be a personal responsibility of DSP/ACP concerned. Any information of this coming to the notice of the DSP/ACP or team should at once be communicated by a confidential message to the Addl. DGP, CID through SP. The officer responsible for directing and coordinating work in regard to organized crime will be, if it extends; (a) beyond the area of a station, the Sub-Divisional Officer; (b) areas beyond the Sub-division, the Superintendent of Police or the DCP; (c) areas beyond a district/City within his zone, the Zonal Inspector Genera/DIGP; (d) areas beyond a zone as well as inter-District and inter-City the Addl. Director General of Police CID.

3. The Addl. DGP CID, will also take up the direction and coordination of investigation in all cases taken up by C.I.D. This principle should be regularly applied and followed in practice within the State. For areas that extend beyond the State where there cannot be a single directing and coordinating authority, the necessary coordination of work must be obtained by inter-changing intelligence and effecting meetings as laid down in the previous order and by constant contact by telephone or fax. The Addl. DGP CID shall be the nodal Officer for coordination with other states and through Interpol, New Delhi with other countries under intimation to DGP and Government.

Visit to other States

59- 1. Police Officers of and above the rank of Sub-Inspector visiting other States on duty should carry the case diary with information of wanted accused and at once get in touch with the local Police Officers of similar rank and ask for their assistance in enquiries they may be making in that State.

2. Except in cases of emergency, the officers subordinate to a SP or CP must obtain permission before proceeding out of the State/district/City on duty. SsP should take permission of Zonal IG/DIGP. All DIsGP, IsGP, Addl. DGsP, CsP should obtain permission of DGP if proceeding outside the State. If owing to an emergency, an officer proceeds to another State without prior permission, the journey should be subsequently sanctioned and ratified by the Authority competent to grant permission.

3. Whenever an accused is to be apprehended or goods seized within the limits of any other State, close contact with the local police of that State should be maintained by the police of this State in the interests of good relations and also speedy and effective investigation. In emergent cases, where the time taken to contact the local police is likely to result in the disappearance or removal of incriminating evidence or the escape of the suspected accused, independent action may be taken to the extent considered necessary, but the local State Police should be informed of the action taken as soon as possible.

Training Courses in India and Abroad

4. All officers deputed to attend courses in India or abroad should send a "feed back report" containing the course content, their observations, along with all the literature gathered within 15 days of their return, to the Addl. DGP training/DGP through proper channel. The Addl. DGP may at his discretion or when called for place the report before DGP for his perusal. Afterwards the report with enclosures should be sent to APPA through Addl.DGP (Training). The Director APPA will be responsible for keeping the sets properly bound and indexed in the library for reference and use. 'Learning outcomes' constitue an important training input.

Handling of Case Diaries by Gazetted Officers

60- 1. All Case diaries except in the cases mentioned in sub-order (4) below should be personally read by the sub-divisional officer concerned. He should satisfy himself that the case diary -

A. Is received in time; whether sections of law are applied properly or otherwise. Any new sections are to be added.

B. Contains the progress in the matter of obtaining clues, their pursuit and the results; and whether the offender is connected to the crime by forensic evidence, tower location evidence etc., as the case be.

C. Records a thorough examination of the scene, collection and forwarding of all objects, stains, fingerprints and other clues as prescribed; sending rape case accused for medical examination u/s 53,53A Cr.PC, rape victim for medical examination u/s 164 A Cr.PC

D. Recording details of whether arrests, searches and Recoveries are done promptly and according to procedure. Recording whether audio-video electronic statements of victim/witnesses are taken up u/s 161(3) Cr.PC & 164 Cr.PC in sections 354,354 A to D, 376, 376 A to E, 509 IPC.

E. Discuss the nature of evidence being collected and the defence of the accused and the line of investigation being pursued.

F. Whether CD Part II statements are written in local language in the verbatim. **He should not as far as possible accept typed statements.**

2. On perusal of the case diary the SDPO/ACP should, if he considers it necessary, record guidelines, instructions or orders on the case diary, which should be communicated to IO immediately, unless he chooses to send the file to SP/Addl. SP concerned. In such an event he may await the return of the file from them unless he feels it is urgent and necessary to communicate the instructions at once.

3. In respect of the cases investigated by the SDPO/ACP personally, the SP/DCP will be responsible to go through the case diaries and deal with them in the same manner as indicated above.

4. Case diaries in the following cases need not be sent to SDPO/ACP and should stop with the Inspector

A. Cases of accidental death or suicide, in which there is direct and clinching evidence other than those covered by Section 174(3) Cr.PC.

B. Cognizable offences within the purview of Chapter XIV of the Indian Penal Code, viz., offences in sections 269, 270, 277, 279, 280, 281, 282, 283, 285, 289, 291, 293 and 294 of the Indian Penal Code;

C. Offences in sections 428 and 429 of the Indian Penal Code; and

5. In the above mentioned cases, the Inspector concerned should lodge the case diaries in their offices and send them to the District Police Office when they are complete in each case. However, if the Inspector feels that any particular case of the above should receive the attention of higher officers they may send them to the concerned and file them on their return carrying out instructions, if any. The FIRs in all cases including the cases mentioned above should be sent to the Sub-Divisional Officer concerned. In the cases in which the case diaries are not submitted to him, the Sub-Divisional Officer will retain the First Information Report after entering the crime numbers and the sections of law in his register in his office as a file. These instructions apply *mutatis mutandi* to Traffic Police Sub-Division. The SDPOs there by can ensure that all cases registered in their Units are correctly accounted for.

6. Case diaries received and perused by the Sub-Divisional Officer in terms of suborder (1) above, if remarked, should be returned direct to the Inspector or SHO concerned. In respect of a remarked case diary, the Sub-Divisional Officer should note the date of return in the Crime Register in Form 7, directly below the entry relating to the date of the case diary, for example, R/5/10, 5/10 being the date of the remark. If, on receiving the remarked case diary again, he makes any further remarks, he should similarly note the date of such subsequent remarks below the date of the previous remark. This process will continue until the case diary is ultimately filed, the date of filing being similarly noted below the date of the last remark by the Sub-Divisional Officer. If the case diary is filed without any remarks or instructions, the Sub-Divisional Officer should note the date of filing below the date of the case diary, for example, F/5/10.

7. When the case diary file is complete, it should be sent to the District Police Office with a memorandum, and the statistical branch of the District Police Office should check it and acknowledge its receipt. These instructions are intended to ensure effective control over investigations and disposals as also the progress of the remarked case diaries and their proper disposal.

8. The Personal Assistant or camp clerk to SDPO is responsible for the despatch of remarked case diaries to the concerned and the recipients are responsible for the remarked diaries sent to them.

9. Entries in this register may be made by the Personal Assistant or camp clerk except those in columns 5 and 6, which should be made by the Sub-Divisional Officer in his own hand.

10. The Superintendent of Police should make similar entries in respect of case diaries received by him in cases personally investigated by SDPOs in the remarks column of Grave Crime Register maintained by him. In cases personally investigated by SP/Addl. SP a copy of the case diaries written by them should be forwarded to Zonal IG/DIGP, with original being sent to the Investigation Officer assisting him in the investigation.

11. Remarks, instructions and orders should be specific to the case and clear apart from being capable of being carried out by reasonable effort. General remarks like “The case should be detected” or “The accused should be apprehended” carry no particular value unless a specific line of action is indicated leading to detection or apprehension.

Inspections and Visits by Police Officers

61. For ensuring public service delivery, performance appraisal of subordinate/ supervising officers 'Inspections' is one of the important process-checking mechanism to be taken up by supervisory Officers. The following instructions are intended, for inspection and visits to various field level units like Police Stations, Out-Posts, Circles, Units, Traffic Police Stations, Marine Police Stations, Check Posts, Sub-Divisional Offices, Units of the Armed Reserve and other Units located in a District or City. Inspections are intended to set right course of action in both UI / PT cases and to acquaint them with future goals of the Department and to ensure e-governance applications (Police intranet).

1. The Superintendent of Police / Dy. Commissioner of Police will inspect every year all the Sub-Divisions in the district / Comissionerates and at least one circle/ Inspector SHO PS in City Comissionerates in each Sub-Division. The inspection consisting of detailed inspection of two or three of the most important Stations and the Circle records and visit to the rest of the Stations in the circle, during which study will be made of the incidents of crime detection and the state of discipline. Preventive and detective strategies will be worked out by SsP / SDPOs.
2. Inspection by SP / DCP/ Addl. SP / Addl. DCP should, as far as possible, be carried out one sub-division after the other and one circle after the other. A minimum gap of 3 months should be observed by the SsP / DIsGP / Regl. IsGP in inspecting a particular PS.
3. Every Sub Divisional Police Officer / Asst. Commissioner of Police should inspect all Police Stations, Out Posts in his direct charge at least once in a calendar year. There should be sufficient interval between the inspection of SP and SDPO. Inspections are not meant for fault-finding though officers may notice lapses that deserve a mention. Inspections are meant for providing guidance for future PoA (Plan of Action) and implementation of instructions of superior officers.
4. A formal visit is intended to check any aspect of the police work and specific and current problems faced and give guidance or to conduct an enquiry. An informal visit is more an acquaintance exercise to know the area, resources and personnel and to identify land for Police Station, Quarters, Parade Ground if not available.
5. During inspection, all fire arms and ammunition should be physically checked and every firearm in the station shall be tested by firing a blank cartridge.

6. During December every year, SP / DCP/ Addl. SP / Addl. DCP and Sub-Divisional Officer will draw up a programme of inspections and formal visits for the coming year and submit it to the Zonal Inspector General/ DIGP/Commissioner of Police and the SP respectively for approval before the end of the year. All inspections should commence from the month of April onwards and completed before the end of November every year.

7. The compliance of instructions or orders in the inspection notes should be ensured by the Inspecting Officer as this along with other records, memoranda and reports form the broad basis for assessment of the work of the officers in charge of the inspected Units during the period it covers.

8. A questionnaire for the guidance of inspecting Gazetted Officers is given below. The SP / DCP/ Addl. SP / Addl. DCP / SDPOs /ACsP are expected to spend two days and at least one night in the jurisdiction of a police station they inspect. If the station is heavy, the duration of stay should be longer. If on the other hand the station is light, SDPO /ACP may stay for one day with a night halt.

Questionnaire for inspections of Gazetted officers

A. Investigation :

1. Free registration of FIRs and issuance of copy of FIR to complainants free of cost and entry in AP Police Intranet IIF-1 (Integrated Investigation Forms).

2. Investigation of Under Investigation cases - quality, comparative analysis from year to year, expediting investigations, future plan of action in grave and specially grave crimes, special review on case and counter cases to determine who is the aggressor.

3. Analysis of referred cases, unnatural death cases, registration of missing persons cases and restoration of children through Child Welfare Committees and Nomination of an officer as Child Welfare Officer to handle CNCP (Child in Need of Care and Protection)

4. Pending proposals for orders (including prosecution orders) with reference to investigation with the higher officers (like SC/ST cases, Sec.498-A IPC cases, Arms & Explosive Substance Act cases, NDPS cases, Passport Act, Immigration Act, AP Protection of Depositors of Financial Establishments Act, 1999 and Prevention of Corruption Act. etc.,

5. Pending reports of experts with FSL/ FPB/Forensic Medicine/CDFD/ CFSL/GEQD /MVI/ Medical Officer / Controller of Explosives/ other agencies.

6. Investigation of cases of SC/ST (PoA) Act, 2015, JJ(CPC) Act 2015, POCSO Act 2012 and Special Legislations.

B. Court Matters

7. Review of Pending Trial (P T) / Long Pending cases (LPC), rate of conviction and acquittal, assistance to victims to prefer appeal u/s 372 Cr.PC., Short listing Lok Adalat cases and disposal.

8. Execution of warrants and process work, proclamation and attachment u/s 82, 83 Cr.PC and production warrant u/s 267 Cr.PC and issuance of search warrants u/s 93, 94 Cr.PC. Short-listing absconding Warrantees and forming special teams.

9. Cross checking of process register of the police station with that of the court record and interaction with Court PC/HC/ASI.

10. Pursuing speedy trial in **grave** cases particularly u/s 309(1) & (2) Cr.PC

11. Preferring appeals promptly in acquittal cases and filing counter affidavits in all Writs and in all Criminal Petitions before the Sessions Courts and High Court.

C. Law & Order :

12. Overall performance of the staff in maintaining Law & Order in the PS/ Circle / Sub Division. Preventive work u/s 107, 108, 109, & 110 Cr.PC,Sec. 149 Cr.PC (Nakabandi, Cordon and search, Frisking, vehicle checking, surveillence)

13. Functioning of Sub Controls (if any) visible policing / Community Police / Participation of local leaders in maintaining peace and tranquillity.

14. Specific problems of the area with reference to Law and Order like Rowdism, eve-teasing and future plan of action. Availability of riot-gear, non-lethal weapons etc in dispersal of Unlawful Assemblies.

15. Anti ragging measures taken in colleges / universities and freshers day duly celebrated to amalgamate the new students.

D. Crime Control and peoples participation

16. Collection, collation and dissemination of criminal intelligence short-listing gangs and forming teams.

17. Enlisting cooperation of local people,community contact committees etc., for preventive work

18. Enforcement under various Special and Local laws like, gambling, matka, prostitution, excise, Town Nuisance Act, Trafficking in human-beings.

19. Measures to prevent property offences, organizing result oriented beat system, watch on bad characters, KDs, DCs, History-sheeters, watch on jail releases, habitual offenders, receivers of stolen property.

20. Forming Special Teams for detection of property offences and apprehension of wanted accused.

21. Short-listing of persons against whom history sheets are to be opened

22. Short-listing of rowdies / goondas for preventive detention / externment.

23. Allocation of certain villages in a Police Station to Police Constables to act as Village Police Officers (VPOs) who have domain knowledge of the village.

24. Visit of Police Officers including VPOs to villages and holding Gram Sabhas and making night halts to know their grievances and finding legal and lawful solutions for prevention of crime and maintenance of peace in the villages.

E. Traffic control /Accident prevention measures

25. A. Review of Traffic Accidents identifying accident prone areas and methodically analysing the cases and ensuring preventive work to be taken up by NHAI, R&B, Panchayat Raj, Municipality etc (use of Sec: 149 Cr.PC in such prevention) Use of CCTV cameras, cat eyes, reflectors, translucent paint, speed guns etc.

B. Updation of DTRB (District Traffic Records Bureau) entries and Government Circulars.

F. HRD (Human Resource Development) and HRM (Human Resource Management)

26. Grievance redressal - functioning of reception counter

27. Whether latest laws like POCSO Act 2012, criminal Law (A) Act 2013, latest Conduct rules, DGP Circulars, range Office instructions / SPs Circulars etc., are briefed.

28. Guidelines with regard to preparation of seniority panels, transfer and posting - status of implementation

29. Maintenance of Police Station House Routine - Holding briefing, Debriefing, Catechism, Conducting parade, Upkeep of station premises, Cleaning of Arms & Ammunition, Holding Roll-call, Accounting for absentees, Judicious manpower utilization, Kit inspection, Parade and

discipline, sanction of rewards for good work done, Checking of Cash Register, Checking of Railway Warrants, Bus Warrants, Maintenance of Reception Centre, Observance of every Monday as Public Grievance Day. To check up whether a stock file is maintained containing all GOs / Circulars.

30. Review of Anti-Human Trafficking work. Maintenance of Women and Child Desk with trained personnel. Whether any one of the Police Officer is designated as C.W.O (Child Welfare Officer) in the P.S

31. Holding monthly physical and written tests - Analysis of performance of the personnel.

32. Upgradation of investigation skills of subordinate officers including preservation of scene of offence and collection, packing, forwarding of physical evidence to Experts.

33. e-COPS application and uploading intranet (AP Police) of all the required data including missing persons and unidentified dead bodies.

G. Records

34. Maintenance of all Police Station Records under Chapter 33.

35. Submission of compliance reports to the earlier Inspection Notes.

H. Welfare (Please see Chapter 20 of APPM Part - I Vol-I)

36. Upkeep of police quarters, formation of resident Welfare Committees with Police families, skill building for police families, holding medical camps for police families, issues relating to Bhadrata, Arogya Bhadrata, payment of ex-gratia and employment of children (eligible) of the deceased etc.

37. Short-listing police men requests.

I. Victim Related Issues

38. Compensation to eligible victims to be monitored by DCRB u/s 357, 357A to C Cr.PC and G.O. (GO.Ms.No. 28 of WCD of 2011) and G.O Ms.No. 43 Home (Courts.B) Department, dated: 15.04.2015, of Govt of Andhra Pradesh r/w G.O.Ms. No. 132 Home (Courts-B) Dept dt. 6-12-2016.

39. MACT (Motor Vehicle Accidents Claims Tribunal) Liaison with Chairman of MACT (All District & Sessions Judges and all MSJs in cities are designated as Chairmen) u/s 165 MV Act, 1988

40. Implementation of solatium scheme in hit and run cases.

41. Return of recovered property to the owners through Court pending disposal of the case. (451 Cr.PC)

42. Returning of all motor vehicles to the owners through courts, except those involved in Crimes.

43. Handing over of children to the parent /Guardian / Fit person institution through CWC (Child Welfare Committee).

44. Payment of Government relief amount to the surrendered naxals and implementation of compensation Schemes for victims died at the hands of naxals.

45. Implementation of Social Welfare Department GOs with regard to SCs / ST victims. Counselling by visiting officer

J. Disciplinary Matters

46. Initiation of disciplinary proceedings and disposal of O.Es dereliction of duties by subordinates.

PSO 61 Format of Inspection Notes

1. Date of Visit
2. Name of the officer with Designation
3. Dates of previous visits in the last 2 years
4. Compliance submitted by the SHO / CI/SDPO/SP

a. Questionnaire (PSO-61)

b. Investigation Issues / Lapses/POA. Counselling of Repeat Offenders

c. Random review of unnatural and sudden death cases

d. Court matters - Issues / coordination matters.

If the officer met any Judicial officer, name and designation of the officer. Important Grave cases trial to be pursued in the next three months to Six months. Interacting with the concerned victim / complainant

e. Law and Order issues : Sorting out troublesome matters opening of rowdy sheets. Preventive Detentions, Externment

f. Visits to colleges / Universities – Regarding Anti ragging – Discussion with Principal / Registrar / Vice-chancellor.

g. Traffic Control – Road Safety.

If the visiting Officer met any NHAI/ R&B / Municipal / Other respective officers mention to be made.

Spot inspections – Installation of Reflecting Road Studs, New Radium-reflective sign boards etc.,

Meeting villagers for assistance, if any. Writing to Excise superintendent regarding removal of any wine shops on State / National Highway.

h. HRD Issues. Training undergone by the staff. Interaction with PCs / HCs/ ASIs / SIs of the " learning points".

i. HRM Issues.

Concept of "more from the same" i.e more work from same staff and "same from the less" i.e same work from less number of Police Personnel. Prioritization, Specialization of Police men in prevention, detection, Law and Order maintenance, anti-extremist work .

j. Interaction with SJPU /CWPO / CWC/ District Probation Officer / CDPO / PD ICDS regarding implementation of Juvenile Justice Act.

k. Interaction with Spl. PP & DSP (I.O) regarding trial of SC/ST POA Act cases.

l. Checking whether all the Police Station staff can browse the AP Police Intranet and updating intranet data.

m. Records :

Cross- checking of various records-finding genuineness of data entry.

n. Welfare :

Visiting all around PS, quarters, parade ground etc.

o. Victim related Issues : Interacting with victims of violence against women, victim of other crimes.

p. Disciplinary matters: De-addiction of chronic drunkards, drug abusers, O.Es etc.,

q. Interaction with community contact committees:

Visiting officer call for some of them and find out community participation in prevention and detection of crime

r. Implementation of Telugu Language in all proceedings including Courts vide G.O.Ms.No.485 Home (Courts-B) Department dt: 29.03.1974.

Implementation of Telugu language in maintaining Police Station records vide G.O.Ms.No.1515, General Administration (OL & SR-II) Department, dated: 22.12.1966.

s. Rewards.

t. Over all functioning of the PS/ Circle/ Sub Division.

* In addition to the above, Annexure –II of APPM Part II may please be seen for details

Station, Circle and Sub-Divisional Inspections Reports

62-1. The Police Station, Circle and Sub-Division inspection reports shall contain the following information in the first page :

A. Name of Station, OP/Circle and Sub-Division :

B. District/City :

C. Date of Arrival and departure of the Inspecting Officer :

D. Date of last Inspection :

E. Name of the SHO/Circle/ O.P :

F. Date of taking Charges of the Station or Circle :

G. Sanctioned and Actual Strength of the Station or Circle :

H. Name of the Inspector of the Circle and dates of assuming their present charge :

I. Name of SDPO and his/her e-mail address, personal cell phone number.

J. Date of taking charge of the Sub-Division :

K. Number of times the Inspector/SDPO has Inspected/Visited the Station/ Circle during past twelve months, with dates.

2. The Inspection Reports in the prescribed proformae, personally written or typed to personal dictation shall be forwarded on the Monday immediately following the inspection along with weekly progress reports in grave crimes and a statement of inspections and visits made during the week.

3. The Inspection Reports of the Sub-Divisional Officer on Stations or Circles shall stop with the SP. The Inspection Reports of the SP or Addl. SP both on Stations, Circles and Sub-Divisions shall be submitted to the Inspector-General of the Zone/DIG, who will after necessary action lodge them in his office along with correspondence and compliance connected therewith.

4. Inspecting Officers shall see that the stock books of stationery, printed forms, ammunition, railway and bus warrants are properly maintained and make a physical check of the stock on hand.

Inspection of Police Stations by Sub-Divisional Officers - Detailed instructions.

Questionnaire of instructions for inspections are enlisted in PSO 61

5. One of the important duties of any SDPO or ACP is the inspection of PSs/Circles in their charge. This supervisory function should be personally exercised by them and not be delegated to anyone. Being the front line and first supervisors of the field, they are completely responsible for efficient functioning and management of the Police. The Inspections by the SDPO, whether local Police, Railway or Traffic, should be thorough and systematic covering all aspects of policing and administration in that area with a particular stress on crime prevention, disposal of cases, both from investigation and courts, observance of prescribed procedures, maintenance of records and registers, discipline, knowledge, professionalism and conduct of the staff, upkeep of infrastructure and property and police-public cooperation. Every Police Station in his charge should be inspected once a year. The maintenance and up dating of all crime related registers and records, prompt writing and despatch of case diaries should receive his attention.

6. In addition to the annual inspections, the SDPO/ACP should visit each Police Station in his charge at least once a month, scrutinize the current work of the Station and establish rapport with all the personnel. He should meet the HC and Constables of at least one beat area every month and hear from them in the presence of SHO the situation and the extent to which the allotted duties are being performed and issue guidelines if necessary for achieving better results. He will, during these visits, record his comments and instructions in the visiting book and send a copy to the SP/DCP concerned.

7. During his visits, he should also scrutinize Station Crime History, Part-I, to see whether all cases have been entered correctly and go through History Sheets to satisfy himself that they are properly maintained. He should peruse the K.D. Check Register and Duty Roster to see whether beats are properly organized, served and supervised. He should tour beat areas and check beats himself and visit in addition, as many villages and localities as possible.

8. He should see that the duties have been allotted to the men properly and impartially.

9. All enquiries to be made by the SDPO in a Station jurisdiction should, as far as possible are done during his monthly visits.

10. The SDPO/ACP should write in the Station Visiting Book in detail the instructions issued by him to the Station House Officer, and the work done by him such as organizing and liaison with local area community contact committees, checking of patrols beat area work, visit to villages/ localities and send a copy of the notes to the SP concerned. These notes should include :

A. the details of cases pending trial, any avoidable delay steps to expedite their disposal and whether action under sections 82 and 83 of the Code of Criminal Procedure has been taken in cases in which the accused are absconding;

B. information whether charge-sheets have been laid or final reports submitted in cases which were shown under investigation during his previous visit and if not, at what stage each case is and why there is delay in its disposal;

C. the details of the cases reported after his previous visit, and the progress made;

D. whether beat areas have been properly organized and patrols have been regularly sent to affected areas and that the earmarked beat area Constables are regularly visiting the villages, going on night beats and are fully aware of the crime and criminals of the area.

E. whether the SHO and other officers of the PS have been making surprise checks and meeting officers on beat or patrol duty and whether, they have been taking beat books with them while visiting villages in a beat and comparing them with point books.

11. The SDPO/ACP must visit all the villages/localities and important hamlets in his jurisdiction at least once in a year and if unable to do so, he should give reasons and visit those, which are not visited early the next year. The visits to villages and localities of the SDPO/ACP shall be noted in the Village/Locality Roster maintained by him in Form 8. The Superintendent of Police/DCP must watch the progress of village/locality visits every month by the SDPO/ACP, and see that it covers all beats in each station. The visits should be combined with other duties like organisation and visits to beats, investigation, law and order duties, security and bandobust duties. Apart from the performance of specific duty on which he visits a village or locality, he should, during such visits familiarize with all matters of Police interest, liaison with local Committees, Police-public relations, enquiries, crimes and criminals and history sheeted persons and conduct of Police and record the same in the Village Roster on his return.

12. The SDPO, must inspect once a half year the books, shops and premises, and stocks of all licensed manufacturers and vendors of arms, ammunition and military stores. He should also similarly inspect once a quarter all places where petroleum is stored and all receptacles, plants and appliances used in connection with petroleum. The SDPO must see that the SHOs and Sub-Inspectors inspect once a quarter the books, shops and premises, and stocks of all licensed manufacturers and vendors of arms, ammunition and military stores.

13. All shops and premises, licensed to sell poisons under the Poisons Act shall be inspected once a quarter by a Police Officer not below the rank of Sub-Inspector. The SDPO should draw up a programme for the inspection of such shops either by him or by Inspectors/Sub-Inspectors under his charge once a quarter.

14. The SDPO must inspect all licensed revolvers and pistols at the licencees' residences in the first quarter of each year. All licensed fire-arms other than revolvers and pistols, will have to be inspected at the licencees' residences once in the first quarter and again in the third quarter by Police Officers of rank not below that of the Station House Officer. The Inspector should see that Sub-Inspectors do this. The above officers may conduct surprise checks also.

Officer Entitled to take the Salute at Ceremonial Parades

63-1. The salute at ceremonial police parades, e.g., those held on Republic Day or Independence Day, should be taken by the highest executive officer present on the occasion.

Attendance at sessions

2. Officers under training who are on probation should attend sessions trials as many times as possible. Gazetted Officers should attend sessions trials in important cases which are/were investigated personally by SDPOs. The officers in the Investigation should however, attend the court to assist prosecution regularly in the interest of proper and speedy disposal of the cases.

Report on Casualties in Police

3. All casualties due to death or discharge in the department should be promptly reported to DGP by all Unit officers.

The Custody of Keys of Confidential Almirahs and Boxes

4. The confidential almirahs and boxes of all Gazetted Officers should be provided with keys in duplicate. The duplicate keys should be placed in a sealed cover and lodged for safe custody in the DPO guardroom. A manuscript register of duplicate keys should be maintained, and once a year, in the month of April, the keys should be sent for, examined and returned to the DPO guard room under a fresh seal, a note to this effect being made in register. Similar action should be taken by other officers outside District headquarters in respect of such keys held by them, which may be kept in the headquarters PS of Police Sub-Division.

List of Police Officers Awarded Medals and Decorations

5. All Unit Officers of all wings of the police should report to the Director-General of Police casualties and other changes in respect of Police Officers in their charge, which have been granted medals and decorations. They should also furnish the address of the recipients on whom medals or decorations are conferred as soon as they are awarded

Revolver Practice

6. Every Gazetted Officer, including Probationer, is allotted and supplied free 60 rounds of revolver ammunition every year. But only 40 rounds will be fired in the annual practice, the remaining 20 rounds being used in competitions and for giving extra practice to weak shooters. The half-yearly practice should be held by the Superintendent of Police at district headquarters during the first half-yearly meeting. The details of the practice are given in the Police Drill Manual.

Intimation to the Director General of Police of Departure/Arrival

7. Gazetted Officers on arrival at Chief office are required to report their address to the DGP. The SsP and CsP on arrival at Chief office should call on the DGP if he is in headquarters on the day of their arrival. They should also meet Addl. DGP, CID and personally apprise him of the important matters relating to crime and investigation. They should also call on Addl. DGP Law & Order, Addl. DGP Intelligence, Addl. DGP P & L, Addl.DGP Personnel and other staff officers in DGP Office and discuss subject matters connected with them.

8. Sometimes Senior Police Officers make a call to an officer but the officer to be called on is not available being on outstation duty or away due to some other reasons like leave etc. In such case the call should be returned by the called officer immediately after he returns to head quarters on duty.

Payments for Supplies and Conveyance on Tour

9. Officers, when on tour, are required to see that the full market value is paid for all supplies and the conveyance they hire. They shall personally ensure that the money reaches the proper persons correctly and promptly.

Copy of Circulars to be sent to the DGP

64-1. A copy of any circular or other general communication, explanatory or in complement of any order in this Manual, should be sent to the Director-General of Police by Commissioner of Police or Inspector General of Police / DIGP or through them by Superintendents of Police or Sub-Divisional Officer. The specialized branches or other wings of the Police Department should follow the same procedure in respect of any such circulars issued by them.

2. No circular calling for a new return/statement shall be issued without the prior permission/approval of the Director-General of Police.

3. If a Zonal Inspector General/DIGP disapproves of any circular issued by a Superintendent of Police or Sub-Divisional Officers, he may cancel it and, in that event, it need not be forwarded to the Director General of Police. The Director General of Police may likewise cancel any circular issued by an officer under him.

Grant of Documents or Copies

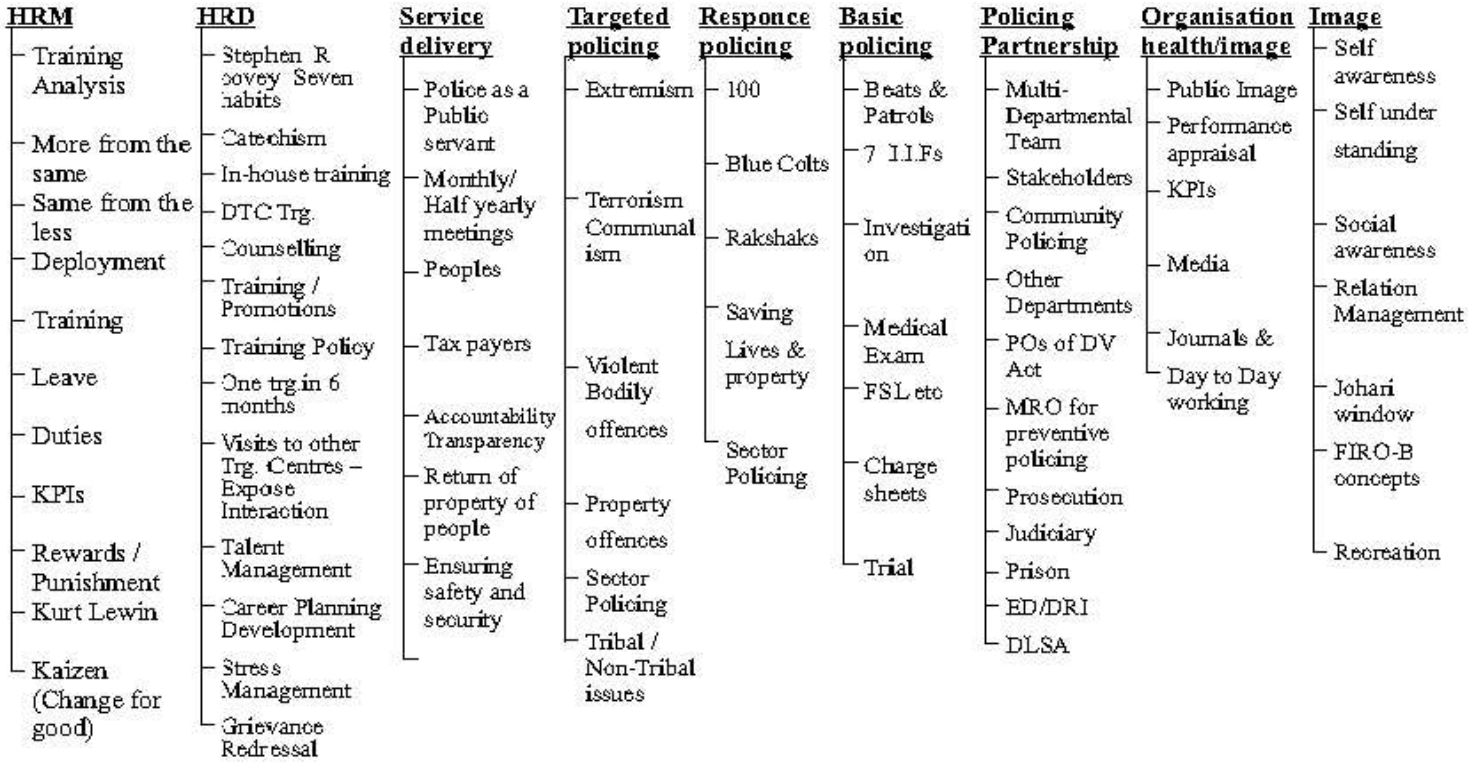
4. No document or official paper of any kind, or any copy of such paper belonging to or in the custody of the police, shall be furnished to any private individual or other person not authorized by law to obtain it, except under the direction of a competent court or authority or as provided in this Manual.

5. In case where Central Government servants are involved in Criminal misconduct, records and other data available with the State Police Investigating Authorities may be made available to departmental authorities of Central Government for action under the control and classification Rules before they consider the question of prosecution against such employees. However this does not apply to case diary Part I.

6. Applications or petitions presented to any executive officer for the purpose of obtaining a copy / translation of any order passed by such officer, or of any other document on record in such office, should be affixed with the court-fee stamp.

7. Not withstanding any thing contained in these orders, the certified copies of FIR, charge sheet, post-mortem certificate etc. meant for insurance purposes shall be supplied free of cost to the victim(s) or to the dependents of the victim(s) or to their legal heirs or to the their authorized agents as the case may be, without fail.

Management and Leadership in Police Organisation - for SDPOs



KPI - Key Performance Indicators
I.I.F.s - Integrated Investigation Forms
ED - Enforcement Directorate
DRI - Directorate of Revenue Intelligence
F.I.R.O - B : Fundamental Interpersonal Relations Orientation - Behavior

CHAPTER 4
Recruitment, Training, Examinations and Promotions of Junior Officers

65 Recruitment

In Andhra Pradesh recruitment of Police Constables of all wings and Sub Inspectors of Police of Civil/AR/APSP and Asst. Public Prosecutors is taken up by AP State Level Police Recruitment Board (APSLPRB) constituted in G.O.Ms.No.298 Home (Pol-C) Department dt.09-05-1985, Govt of AP. The AP Police (Stipendary Cadet Trainee) Rules 1999 issued vide GO Ms. No. 315 Home (Police-C) dept. dt. 13-10-1999, read with GO Ms. No. 87 Home (Legal -II) dept. dt. 15-7-2016 (full text of GO is at page 1535 a to v in APPM part I Vol II-B) are the guiding principles.

1. The Rules for the Andhra Pradesh Police Services, A.P. Police Subordinate Services and A.P. Police (Stipendary Cadet Trainee) Rules which includes - (1) Civil Police (Men and Women); (2) Reserve Police (Men & Women); (3) Special Armed Police (APSP); (4) Police Communications; (5) Police Transport Organization; (6) Finger Print Bureau (7) Railway Police (Civil-Men & Women) (8) A.P. Police Intelligence Services; (9) A.P. Forensic Science Laboratory Services; (10) A.P. Police Computer Services; (11) A.P. Medical Services (To be filled in consultation with Medical and Health department) are issued by the State Government prescribing the methods of recruitment, conditions of service, etc. The main qualifications and other requirements of direct recruitment are indicated herein.

2 A. The rules relating to direct recruitment inter-alia provide for the age, qualifications, physical efficiency level, medical and health standards, tests, examinations including written and oral to ascertain the suitability and aptitude of the candidates to various posts in the Police Department.

B. The age limit for direct recruitment in respect of the following posts is as follows.

Police Constables of all categories: Must have attained the age of 18 years and must not have attained the age of 22 years as on the 1st July of the year in which selections are made. The upper age limit prescribed above will be relaxed as under :

i) Upto a maximum of five years if a candidate belongs to Backward Class.

ii) Upto a maximum of ten years if a candidate belongs to a Scheduled caste or a scheduled Tribe.

iii) Length of regular service limited upto a maximum of five years, if a candidate is an employee of A.P State Government (Employees of APTRANSCO, DISCOMS, APGENCO, APSRTC, Corporations, Municipalities, Local bodies etc, are not entitled for age relaxation)

iv) Three years in addition to the length of service rendered in the Army, Navy or Air Force of the Union for the candidates who served in the Army, Navy or Air Force of the Union.

v) Three years in addition to the length of service rendered as a whole time Cadet Corps instructor in NCC provided the candidate rendered a minimum service of 6 months as a whole time Cadet Corps Instructor in NCC.

vi) **Sub Inspectors of Police**: Must have attained the age of 21 years and must not have attained the age of 25 years as on the 1st July of the year in which selections are made. The upper age limit prescribed above will be relaxed as under:

vii) Upto a maximum of five years if a candidate belongs to Backward Class or a Scheduled Caste or Scheduled Tribe.

viii) Length of regular service limited upto a maximum of five years if a candidate is an employee of A.P State Government (Employees of APTRANSCO, DISCOMS, APGENCO, APSRTC, Corporations, Municipalities, Local bodies etc, are not entitled for age relaxation)

ix) Three years in addition to the length of service rendered in the Army, Naval or Air Force of the Union for the candidates who served in the Army, Naval or Air Force of the Union.

x) Three years in addition to the length of service rendered as a whole time Cadet Corps instructor in NCC provided the candidate rendered a minimum service of 6 months as a whole time Cadet Corps Instructor in NCC.

xi) **Creamy Layer :** Government have issued G.O.Ms No.3, Backward Classes Welfare (C2) Department dated:04.04.2006 and G.O.Ms No 26 Backward Classes Welfare (C) Department, dated:09.12.2013, laying down the criteria to determine Creamy Layer among Backward Classes in order to exclude from the provisions of reservations/ Government of Andhra Pradesh has adopted all the criteria to determine the Creamy Layer among Backward Classes as fixed by the Government of India. The Government of Andhra Pradesh have fixed the annual income limit at Rs.6,00,000/-

C. i) **The minimum educational qualification for Police Constables (Civil, AR, APSP)**

Intermediate and its equivalent examination recognised by the State Government. In the case of SCs/STs they must have passed SSC or its equivalent examination recognised by the State Government and should have studied Intermediate and appeared for the Intermediate examinations in both the Ist year and IInd year.

ii) For Technical wings (Communications): The candidate must have passed SSC or any other examination recognised by the State Government as being equivalent to SSC and must possess Industrial Training Institutional Certificate in Electronic Mechanic OR Information Technology and Electronic System maintenance OR Computer Operator and Programming Assistant or Mechanic Consumer Electronics OR Electrician

iii) For Mechanics in PTO : The candidate must have passed SSC or any other examination recognised by the State Government as being equivalent to SSC and must possess Industrial Training Institutional Certificate in Wiremen OR Mechanic Motor Vehicle OR Mechanic Diesel.

iv) For Drivers in PTO: The candidate must have passed Intermediate examination or any other examination recognised as its equivalent by the Board of Intermediate Education, Andhra Pradesh (OR) SSC or any other examination recognised by the State Government as being equivalent to SSC and must possess an Industrial Training Institutional Certificate in Wiremen or Mechanic Motor Vehicle OR Mechanic Diesel. He must possess Light Motor Vehicle Licence as on the date of notification.

v) For Women Police Constables (both Civil and AR) : The Candidate must have passed Intermediate or its equivalent examination recognised by the State Government. In the case of SCs/STs they must have passed SSC or its equivalent examination recognised by the State Government and should have studied Intermediate and appeared for the Intermediate examinations in both the Ist year and IInd year.

vi) **The minimum educational qualification for Sub Inspectors of Police (Civil, AR and APSP)** is Degree awarded by any university in India, established or incorporated by or under a Central act, Provisional Act of State or of any institution recognised by the University Grants Commission or any other equivalent qualification. In case of a candidate belonging to Scheduled caste or Tribes, he/she must have passed Intermediate or any other examination recognised by the State Government as being equivalent to Intermediate and should have studied Degree.

vii) **For Technical wings (Communications)** : The candidate must hold a Diploma in Electronics and Communications Engineering OR Electrical and Electronics Engineering OR Computer Engineering OR Information Technology OR Special Diploma Course in Electronics with specialisation in Computer Engineering OR Special Diploma Course in Electronics with specialisation in Communication Engineering awarded by the A.P State Board of Technical Education and Training (OR) a qualification approved by the Government of Andhra Pradesh as equivalent to any of the above.

viii) For Police Transport Organisation : The candidate must hold a Diploma in Electrical Engineering OR Mechanical Engineering OR Automobile Engineering awarded by the State Board of Technical Education, Andhra Pradesh (OR) a qualification approved by the Government of Andhra Pradesh as equivalent to any of the above.

D i) The minimum physical measurements prescribed in height and chest for Police Constables (Civil, AR, APSP and Railways) and Sub Inspectors of Police (Civil, AR, APSP) for men is 167.6 cm and 86.3 cm on full inspiration with a minimum expansion of 5 cm respectively. In case of candidates belonging to STs and aboriginal tribes in the agency areas, where the reserved quota could not be fully utilised for want of sufficient candidates possessing the requisite physical standards, the minimum height should not be less than 160cms and the chest does not be less than 80cms on full inspiration with a minimum expansion of 3cms.

ii) The minimum physical measurements prescribed in height and weight for Police Constables (Civil, AR) and Sub Inspectors of Police (Civil) for Women is 152.5 cm and 40 KGs respectively. In case of candidates belonging to STs and aboriginal tribes in the agency areas, where the reserved quota could not be fully utilised for want of sufficient candidates possessing the requisite physical standards, the minimum height should not be less than 150 cms and Weight 38 KGs.

65- 2 E.(i) Three stage recruitment for civil / AR with (a) preliminary written Test in one paper (three hours duration) for 100 marks (200 questions) with duly notified syllabus, with minimum marks of 40% for OCs, 35% for BCs, and 30% for SCs/STs / ex-servicemen, followed by (b) Physical Efficiency Test (PET) as mentioned in para (II) and final written Examination in one paper (three hours duration) for 100 marks for CST AR Constables (men/women) 200 marks for civil as per notified syllabus (Ref: PSO 69-14).

(ii) The standard of Physical Efficiency Test (PET) prescribed for men and women candidates for civil/AR stipendiary constables is specified below :

Sl No.	Item	Qualifying time / Distance		
		General	Ex-Service Men	Women
01	100 Meters run	15 Seconds	16.5 seconds	18 seconds
02	Long Jump	3.80 meters	3.65 meters	2.75 meters
03	1600 meters	8 minutes	9 minutes 30 sec.	10minutes 30 Sec.

Physical Efficiency Test will be qualifying in nature for civil PCs. Final selection of CST PCs (Civil) is based on their score in the final written examination for 200 marks. Final selection of CST PCs (AR) is based on their score in the final written examination for 100 marks and Physical Efficiency Test for 100 marks i.e. totally 200 marks.

(iii) S.C.T. Sub-Inspectors (civil) : the standard of P.E.T for civil cadet SIs (male / female) remain the same as in case of SCT PCs (Civil) as in E (ii), but the Preliminary written Test will be

Paper	Subject	Maximum Marks
Paper-I	Arithmetic Test of reasoning / mental ability (100 questions) objective type	100
Paper - II	General studies (100 question) (objective type)	100

SCT SIs (Civil) final written examination paper I and II are qualifying in nature and paper III consisting of 200 marks and paper IV of 200 marks, i.e. total 400 marks will be taken into account for final selection.

SCT SIs (A.R) final written examination paper II (100 marks), paper IV 100 marks, i.e total 200 marks and P.E.T test for 100 marks i.e. totally 300 marks, decide the final selection.

Men and women candidates must qualify in 1600 meters run (1 mile run) and one out of remaining two events as detailed below:

F. In respect of Police Communications and Transport Organization the physical measurements are 162 cm in height and 84 cm of chest with a minimum expansion of 4 cm provided that, in case of candidates belonging to STs and aboriginal tribes in the agency areas, where the reserved quota could not be fully utilized for want of sufficient candidates possessing the requisite physical standards the minimum height should be not less than 160 cms and the chest should be not less than 80 cms on full inspiration with a minimum expansion of 3 cms. In respect of FPB, the physical measurements are the same as that of Civil Police.

G. Height and weight for women are 152.5 cm and 40 kg respectively, provided that, in case of candidates belonging to STs and aboriginal

tribes in the agency areas, where the reserved quota could not be fully utilized for want of sufficient candidates possessing the requisite physical standards, the minimum height should be not less than 150 cms and the weight should be not less than 38 kg. These measurements are applicable for all the categories of posts mentioned in G.O.Ms.No.315 Home (Pol.C) Dept., 13-10-1999, Govt of AP in respect of women candidates and amendments there on.

H. The women police have a separate physical efficiency test of 1 star standard in which they have to qualify in all 3 items as specified in Rules.

Written tests are prescribed for Civil Police to test the mental ability, general awareness and aptitude for career in the particular wing of the police.

i) For Civil Police Constables, the test consists of English, Arithmetic, General Science, History of India, Indian Culture, Indian National Movement, Indian Geography, Polity and economy, Current events of National and International Importance, test of reasoning/Mental Ability to be answered either in Telugu, Hindi, English or Urdu (Intermediate Standard) (Objective Type) (200 Questions).

ii) Written tests prescribed for Sub Inspector of Police (Civil) consists of

a) Paper - I : English (Degree Standard)

b) Paper - II : Telugu (Degree Standard)

c) Paper - III : Arithmetic (SSC Standard) & Test of Reasoning/ Mental ability (200 Questions)

d) Paper - IV : General studies (200 Questions)

General Conditions

66- 1. In Andhra Pradesh State, all matters connected with public employment for all posts are governed by Presidential Orders issued under article 371 B of the Constitution of India. The orders of the Government issued in respect of reservation to Scheduled Castes, Scheduled Tribes, other Backward Classes and special Categories are applicable to direct recruitment to all posts in Police Department. All Officers, particularly the Unit Officers and the State Level Police Recruitment Board connected with direct recruitment of all Police Subordinate Services should thoroughly familiarize themselves with the rules and regulations and maintain transparency and strict impartiality in recruitments.

2. There are four methods of appointment contemplated in the rules to various posts – (1) direct recruitment; (2) promotion (3) deputation and (4) Appointment by transfer. The orders in this Chapter are intended to apply the rules and lay down procedure, guidelines and fix responsibility. Police Officers of all ranks have a role to play in recruitment and training programmes and as such are expected to be

familiar with these orders. Recruitment and Training are vital functions and the Chairman, SLPRB & Addl. DGP (R&T) is overall responsible to ensure compliance of these rules and procedures and orders covering Recruitment and Training. The functions and responsibilities connected with recruitment and training, unlike other duties, is entirely the responsibility of the senior officers of rank of SP and above. The Addl. DGP (Admn.) is similarly responsible for compliance with rules and procedures relating to promotions, postings etc.

Appointment by Direct Recruitment

67- 1. The direct recruitment in the non-Gazetted Service of the Police Department in all the main Wings i.e., Civil Police, Reserve Police, APSP and Railways is confined to the level of Constables and Sub-Inspectors/RSIs as per rules. In the specialized branches direct recruitment is provided for feeder posts at other levels as indicated in the relevant rules. The direct recruitment in the Police Department is entrusted to State Level Police Recruitment Board (SLPRB). The Addl. Director General of Police, Recruitment is the Chairman, SLPRB, A.P who is the selection authority for the above posts. To ensure transparency, accountability and objectivity in recruitment the following features in recruitment rules and procedures have been incorporated.

A. Interviews have been removed to ensure objectivity in selection.

B. The entire P.E Tests are conducted in the Districts / Zones / Ranges for all categories of posts under the strict vigilance of the Superintendents of Police / IG / DIGP concerned and the results of the P.E Test are given to the candidates in the form of a result sheet on the spot, to avoid any subsequent manipulation.

C. The entire evaluation has been computerized to eliminate human error in the selection of candidates.

2. The Chairman of the State Level Police Recruitment Board has authority to issue directions to any officer in the Police Department and entrust any task connected with the recruitment. The Addl. DGP, Recruitment and Chairman SLPRB shall also have the financial powers for the purpose of recruitment and conduct of examinations including any tests that are necessary and to pay remuneration, printing charges, stationery, etc., as admissible. A separate budget is provided within the overall police budget for the Police Recruitment Board. The Chairman of the SLPRB shall have the financial powers of a Head of the Department (HOD) for the purposes of recruitment.

68 Recruitment of Stipendiary Police Constables (Civil/Armed Reserve/APSP) etc.

G.O.Ms.No.315, Home (Pol-C) on13-10-1999 (AP stipendiary cadet Trainee Rules 1999)

G.O.Ms.No.374, Home (Pol-C), Dt.14-12-1999 (Rules ammendment to G.O.Ms. No. 315)

G.O.Ms. 97, Home (Pol-C), on 1-5-2006 (Rules ammendment to G.O.Ms. No. 315)

G.O.Ms. 101, Home (Pol-C), on 16-2-2009 (Rules ammendment to G.O.Ms. No. 315)

G.O.Ms. 217, Home (Pol-C), on 22-12-2012 (Rules ammendment to G.O.Ms. No. 315, 97, 101)

G.O.Ms. 87, Home (Legal-II Dept.), on 15-7-2016 (Latest ammendment)

1. The method for recruitment of Stipendiary Cadet Trainee Police Constables of all categories except Armed Reserve is contained in AP Police (Stipendiary Cadet Trainee) Rules given in Annexure. The minimum qualifications, physical measurements, age, physical efficiency level, the written tests, examinations both indoors and outdoors are indicated therein in detail. The SP/Commandant of the Battalions and other Appointing Authorities for the posts of constable shall ascertain the number of vacancies in the manner prescribed in Rule 4 (b) of the AP State Subordinate Service Rules as on 1st July of the year in which selections are made. The caste / communal reservations and all other permissible quotas should be worked out as per rules.

2. After the vacancies are ascertained for each Unit, intimation should be sent to the Board. The Board will draw up a schedule of recruitment and give wide publicity through media including advertisements, setting forth the vacancies in each Unit, the date, place and authority to whom the intending candidates for each Unit have to submit applications, the dates, and place where physical measurements will be taken and Physical Efficiency Tests conducted. The candidates are required to submit applications in person to the prescribed/competent authority within the period stipulated in the announcement/notification. No application or applicant after the due/prescribed date shall be entertained. Applications received by post shall not be entertained.

Hall Tickets for preliminary test of 5 kms run are issued to the eligible candidates, indicating the venue and time. The physical measurements and PE Tests shall be conducted for all candidates who qualify in the preliminary test of 5 kms run. The physical measurements and results of PE Tests should be announced to the candidates on public address system after they are recorded and attested by the competent authority in the prescribed registers. Admission tickets for the written examination as prescribed shall be handed over to the candidates who qualify in PE Tests indicating the date and place.

3. The Board shall arrange to send the question papers along with Answer (OMR) sheets for written examinations in time. After the examination, as far as possible the answer scripts shall be sent to the Board under escort on the same day.

4. After the valuation of answer scripts and as per the marks obtained in height and PET test, a provisional selection list is prepared for each Unit. Antecedents of the provisionally selected candidates should be verified and all those found suitable should be sent for the Medical Examination as prescribed. The appointing authority should record reasons in detail on the concerned file if he considers any provisionally selected candidate, unsuitable on the basis of the verification of antecedents.

5. Those candidates who are found fit after the medical examination will be appointed as Stipendiary Cadet Trainee Police Constable / SI / RSI and sent for training to the Institution as per the orders of the Chairman SLPRB & Addl. DGP (R & T).

6. The Selection and Recruitment shall be Unit-wise in strict conformity with the Presidential Order i.e., AP Public Employment Regulation Order (Direct Recruitment) 1975 and Govt. orders on reservation. The summary of Presidential Order in so far as it relates to the Police Department is detailed in G.O.Ms.No.674 Genl Administration (SPF) Dept dt.20/10/75, Government of AP (Ref. Annexure-3 of APPM Part II). The Notifications for recruitment may be done by the SLPRB for all Units together or separately or for a single Unit.

7. It is essential that all persons selected for appointment as Stipendiary trainee cadets are given adequate notice of the dates on which they are to report for training. There should be sufficient time between the date of reporting and the date on which the trainee cadet is passported to the Police Training College. Soon after reporting at the training institute the cadet should be vaccinated and inoculated. He should be instructed on

how his uniform should be worn. As far as possible the training should commence on the first day of the month.

Recruitment of Constables of Reserve Police

8. Depending on the marks obtained in the written test of Stipendiary Cadet Trainee Police Constables, the AR Constable vacancies are filled up. Constables of APSP who have completed 10 yrs of service will be transferred to Reserve Police strictly on the seniority basis to fill up the vacancies of Armed Reserve Police.

Recruitment of Constables of APSP

9. The rules and procedure as laid down in A.P Police (Stipendiary Cadet Trainee) Rules will apply to the recruitment of Constables in the Andhra Pradesh Special Police. The recruits shall be trained at the Battalions located in Andhra Pradesh.

Recruitment to the Specialized Wings

10. The direct recruitment of constables and its equivalent post in the Police Transport Organization, and the Police Radio Organizations, and the posts of ASIs in the Finger Print Bureau shall be done as per the same procedure indicated above, complying with the specific qualifications, physical measurements and tests prescribed for those branches in each category.

Recruitment of Constables in Railway Police (Civil)

11. The direct recruitment of Stipendiary Cadet Trainee Police Constables (Railways) (Civil-Men & Women) in railway police shall be under taken by the SLPRB on the same lines as done for the civil police constables, except that each railway police district constitutes a separate unit for the purpose of recruitment and the rule of reservation will apply for each unit separately. The posts of civil constables (Men & Women) in railway police are outside the purview of Presidential Order 1975.

69 Recruitment of Stipendiary Sub Inspectors - Civil, Armed and APSP

1. The appointment of Sub-Inspectors by direct recruitment is made by the Zonal Inspectors General of Police/DIGP in respect of their Zones. These officers, who are designated as Appointing Authorities, shall make the appointment from a list of candidates recommended for appointment by the State Level Police Recruitment Board. On appointment they will be designated as Stipendiary Cadets Trainee Sub Inspectors of Police (Civil) and paid monthly stipend as fixed by the Government.

2. Each zone constitutes a separate Unit. Rule of reservation will apply for each unit separately. 70 % of sanctioned strength is filled through direct recruitment.

3. As and when the State Level Police Recruitment Board decides to fill up the posts by direct recruitment, it calls for the vacancy position, as on 1st July of the year in which selections are made along with the last roster point from all concerned Zone / Range IG / DIGP. The Addl. Director General of Police (Recruitment and Training) and Chairman of the State Level Police Recruitment Board shall issue a notification by giving wide publicity including advertisements in prominent newspapers and other media. The schedule of the recruitment process consisting of the times, dates, places and the authorities to receive applications from the prospective candidates, the dates and places for conducting of physical measurements, Physical Efficiency Test and the written examination etc. will be intimated by the Chairman, SLPRB to the Chief Superintendents who are in-charge of the recruitment process.

4. The applications in prescribed forms should be presented in person by the candidates to the specified authorities. The physical measurements and physical efficiency tests shall be conducted from the 1st day on which the applications are received and completed as far as possible on the same day. In the event of the rush of candidates, the physical measurements and PE tests can be continued on the subsequent days for all those who have personally submitted applications within the time prescribed. The physical measurement taken and the result of PE test shall be announced by public address system. The results of the PE Test are given to the candidates on the spot by the conducting officer to preclude any subsequent manipulation. Hall Tickets are issued to the candidates who qualify in PE tests as specified in the rules, to appear for the written examination.

5. The written examinations shall be conducted on the same dates for all the zones through out the State. The SLPRB shall set and supply the question papers along with answer (OMR) sheets. Though the Board may set common question paper in all zones, it may also get prepared 2 or more sets of question papers to be utilized in case of any leakage. After completion of written examination, the question papers and answer sheets (both used and unused) shall be sent by the officers designated to be in charge of examinations called Chief Superintendents at different places to the SLPRB on the same day so as to reach the following day with proper escort.

6. **Written Examination :**

Sub-Inspector of Police : Candidates who qualify in the Physical efficiency test will be required to appear a written examination in four papers (each of three hours of duration) as given below.

Sl. No.	Subject	Max. Marks for	
		SI (Civil) (Men) SI (Civil) (Women) Station Fire Officers	RSI (AR) RSI (SAR CPL) RSI (APSP) SI (SPF)
Paper-I	English	100	100
Paper-II	Telugu	100	100
Paper-III	Arithmetic and Test of reasoning/Mental ability (objective in Nature)	200	200
Paper-IV	General Studies (Objective in Nature)	200	100

Note :

i) The minimum marks to be secured by a candidate in order to qualify in the written examination is 40% for O.Cs, 35% for BCs and 30% for SCs/STs and Ex-Servicemen in each paper.

ii) Paper I and II are only qualifying in nature. The cases of the candidates who do not secure the minimum qualifying marks in the papers i.e., Papers I and II will not be considered further in the selection process irrespective of their performance in Paper III and IV. The marks secured in these papers i.e., Paper I and II will not be taken into account for final selection.

iii) Paper I and II referred above will include questions that are subjective and objective in nature. They have to answer the questions using blue/black pen.

iv) Questions in paper III and IV will be objective in nature and will be set in English/Telugu languages. Candidates have to answer the questions on an OMR sheet using Blue/Black Ball point pen only.

7. Marks obtained in the written examination (200) and Physical Efficiency test (75) shall be added for preparing final merit list.

8. Sub-Inspector of Police (Civil) is a Single Zonal Cadre post. The selection will be strictly zone-wise on the basis of merit from amongst the applicants for that zone under the provisions of the Presidential Order (Six Point Formula), A.P.State Subordinate Service Rules, 1996 and A.P Police (Stipendiary Cadet Trainee) Rules as amended from time to time.

9. The Chairman of the Board shall forward the provisional selection list of the candidates to the Appointing Authorities for verification of antecedents and medical examination. On the basis of verification, the appointment authorities should determine the suitability of each candidate. Antecedents verification of the entire unit data base of bodily crime, property crime, white collar crime, crime against woman & children, terrorist/extremist crime, AP Police Intranet data base including verification at places of study. The unit officers shall certify that the verification is made thoroughly. He should record reasons in detail on the concerned file, if he considers any one is unsuitable on the basis of verification of antecedents. All those found suitable should be sent for medical examination as prescribed. The candidates who clear these two parameters shall be eligible for appointment as Stipendiary Cadet Trainee Sub-Inspector of Police (Civil). This list shall be furnished to Chairman SLPRB who in turn will get the same scrutinized and send the final selection list of candidates fit for appointment to the Appointing Authorities (Zonal IG/DIGP) for issuing appointment orders.

10. The Officers charged with any of the responsibilities connected therewith shall comply with the instructions of the Chairman in all matters concerning recruitment.

Selection

11. Sub-Inspector of Police (Civil) (Men and Women) and Station Fire Officers: The final selection will be strictly on relative merit of the candidates of each category, as obtained by them based on their score in the written examination out of maximum marks of 400 marks (paper III and IV) and as per the provisions of "the Andhra Pradesh Public Employment (Organisation of Local Cadres and regulation of Direct Recruitment) Order 1975". As per G.O.Ms.No.124 General Administration (SPF.A) Dept. dt 07-03-2002, Govt of AP while filling up the vacancies, the first 30% of posts should be filled following combined merit list of locals and non-locals and thereafter, the remaining 70% of the posts shall be filled by locals only.

12. Reserve Sub-Inspectors (AR) : The final selection will be strictly on relative merit of the candidates of each category, as obtained by

them based on their score out of maximum marks of 325 marks (in physical efficiency test (125 marks) and written examination (200 marks) (paper III and IV) and as per the provisions of "the Andhra Pradesh Public Employment (Organisation of Local Cadres and regulation of Direct Recruitment) Order 1975". As per G.O.Ms.No.124 General Administration (SPF.A) Dept. dt 07-03-2002, Govt of AP while filling up the vacancies, the first 30% of posts should be filled following combined merit list of locals and non-locals and thereafter, the remaining 70% of the posts shall be filled by locals only.

13. **Reserve Sub-Inspectors (SAR CPL, APSP and Sub Inspectors of Police in SPF)**: The final selection will be strictly on relative merit of the candidates of each category, as obtained by them based on their score out of maximum marks of 325 marks (in physical efficiency test (125 marks) and written examination (200 marks) (paper III and IV). As per the provisions of "the Andhra Pradesh Public Employment (Organisation of Local Cadres and regulation of Direct Recruitment) Order 1975" the rule of reservation of local candidate is not applicable.

Recruitment of Sub - Inspectors or equivalent level in specialized wings

14. The direct recruitment to the Police Transport and the Communications / Radio Organizations of ranks equivalent to Sub-Inspectors shall be done as per the same procedure indicated in the earlier paras complying with the specific qualifications, physical measurements and tests prescribed for those branches in each category as per A.P. Police (Stipendiary Cadet Trainee) Rules. The recruitment to these categories is on state wide basis.

Final Written examination for Police Constables :

Candidates who qualify in the Physical efficiency test will be required to appear for a written examination (three hours duration) as per the Syllabus given below.

Sl. No.	Name of the post	Max. Marks
1	Police Constable (Civil) (Men), Police Constable (Civil)(Women), Police Constable (AR) (Women), Firemen in Fire & Emergency Department	200
2	Police constables (AR) (Men), Police Constables (APSP) (Men)and Constables (men) in Special Protection Force (SPF) Department	100

Syllabus

English, Arithmetic, General Science, History of India, Indian Culture, Indian National Movement, Indian Geography, Polity and economy, Current events of National and International Importance, test of reasoning/Mental

Ability to be answered either in Telugu, Hindi, English or Urdu (Intermediate Standard) (Objective Type)

Note :

i) The minimum marks to be secured by a candidate in order to qualify in the written examination is 40% for O.Cs, 35% for BCs and 30% for SCs/STs and ex-Servicemen.

ii) Questions will be objective in nature and will be set in English, Telugu and Urdu languages. However the questions relating to English in the syllabus will be set in English only.

iii) Candidates have to answer the questions on an OMR sheet using Blue/ Black Ball point pen only.

Selection

i) For Police Constable (Civil) (Men), Police Constable (Civil) (Women), Police Constable (AR) (Women), Firemen in Fire & Emergency Department : The final selection will be strictly on the relative merit of the candidate in each category, as obtained by them based on their score out of a maximum of 200 marks

ii) For Police Constable (AR) (Men/Women): The final selection will be strictly on the relative merit of the candidate in each category, as obtained by them based on their score out of a maximum of 175 marks in Physical efficiency test (75) marks and written examination (100 marks)

iii) For Police Constable (APSP) (Men) and Constables (Men) in Special Protection Force : The final selection will be strictly on the relative merit of the candidate in each category, as obtained by them based on their score out of a maximum of 175 marks in Physical efficiency test (75) marks and written examination (100 marks). As per the provisions of " Andhra Pradesh Public Employment (Organisation of Local Cadres and regularization of direct Recruitment) Order, 1975, the rule of reservation to local candidates is not applicable.

Verification of Antecedents and Medical Examinations

70- 1. The antecedents of the provisionally selected candidates should be verified by sending the attestation forms submitted by the candidates along with their applications to the concerned as prescribed. The verification should consist of the correctness of every entry made by the candidate in the attestation and application forms including the genuineness of the certificates furnished. Secondly, the information by way of his involvement in any cases or situations that would render

him unsuitable for police service should also be reported with the details of, crime numbers, reports or other materials. The appointing authority should consider all the material and come to an independent conclusion regarding the suitability of the candidate for police service before sending him / her for medical examination.

Medical Examination

2. All those found suitable in antecedents verification shall be sent to the Superintendent of the Headquarters Hospital of the District. In respect of Units located in Visakhapatnam and Vijayawada cities they shall be sent to the King George Hospital, Visakhapatnam, Government Head Quarter Hospital, Vijayawada for medical examination. Arrangements should be made in advance at these hospitals so that the medical examination is completed in one spell spread over a few days depending on the number of candidates. While forwarding the cadets for medical examination, the appointing authority / officer nominated by the SLPRB should forward proforma indicating the prescribed standards of medical fitness applicable to each category of the candidates and obtain Certificates of Fitness with reference to these standards. The specifications for medical fitness are as follows :

Medical Standards

i) Eye Sight : Visual Standards required for the selection shall be as follows.

	Right Eye	Left Eye
Distant Vision	6/6	6/6
Near Vision	0/5	0/5
	(Snellen)	(Snellen)

ii) Each eye must have a full field of vision

iii) Colour blindness, squint or any morbid condition of the eye or lids of either eye shall deemed to be a disqualification.

iv) The candidate should possess sound health and free from any bodily defect or infirmity which will render him unfit for Police service

v) Candidates who have the following ailments or defects will not be considered for requirement to any post specified in this rule.

a. Physically handicapped

b. Knocking Knees, pigeon chest, flat foot, Vericose veins, Hammer toes, fractured limbs, decayed teeth, stammering, hard of hearing and abnormal psychological behaviour.

Medical Examination Parameters :

Besides the proforma particulars of the teaching hospitals/District Head Quarter Hospitals, the civil surgeon shall certify whether the candidate maintains (i) good bodily health parameters including (ii) STD (Sexually Transmitted Diseases), (iii) health of genitals, (iv) Blood pressure, (v) Diabetes, (vi) Blood group, (vii) Previous medical history if any, (viii) Surgery and rod installation in any orthopaedic surgery, (ix) Health of Lungs (PFT), (x) Kidney function test results. In case of any doubt, a team of doctors shall examine the prospective candidate.

3. After completion of the antecedent verification and medical examination, a report should be sent to the Chairman, SLPRB for issuing the final selection orders.

Re-Enlistment after Resignation

4. Persons who resign their membership of the force can be re-appointed only on the basis of fresh recruitment.

Training

71- 1. The training to be organised for various ranks in the Police Department shall consist of induction, in-service and on-job training courses. For in-service and on-job courses apart from the institutional courses, the distance education method will also be employed.

2. The training institutions of the Police Department, which impart training to the various ranks, are

A. AP Police Academy. - (For Training the ranks of SIs and above)

B. Police Training Colleges - (For Training PCs to ASIs; both Civil & AR) Anantapuramu, Vizianagaram, Tirupati and Ongole.

3. Apart from above, 13 Districts Training Centres are established in 13 districts and 2 Police Commissionerates for catering to the training

requirements of various ranks in that unit, especially with an objective of training every police personnel at least once in a year.

4. Specialised trainings in P.S.O. duties and handling of explosives (at A.P State Intelligence Security Wing), Traffic (for Traffic Training at a place designated by the DGP, AP), Weapons, Field Craft, Tactics and Assault courses (at Greyhounds) are also held.

5. A Manual of Training, called AP Police Training Manual shall consist of detailed instructions, duration and content of each course, method of testing and conduct of examinations, campus discipline, maintenance of records relating to training, compilation and publication of reading material, lesson plans on each course in Telugu and English, development and use of training aids etc. Any amendments to the training manual shall be taken up by the Addl. DGP/IGP Training with the approval of the Director General of Police or the Government as the case may be. The Manual shall contain *inter alia* the courses to be run in every police training establishment including District Training Centres.

6. On recruitment and appointment as stipendiary trainee cadets, the personnel in all ranks will have to undergo **Basic Induction Training** in one of the Training Establishments or units as determined by Addl. Director General of Police R & T on behalf of DGP followed by practical training and qualify in such of the tests and examinations, both outdoor, indoor, theory or practical as per rules and as contained in Police Training Manual.

7. The outdoor courses consist of physical training, drill, weapons training, lathi drill, tear gas, mob operation i.e. dispersal of unlawful assembly and related special skills, field craft, tactics, map reading, explosives, first aid, un-armed combat, yoga etc. The indoor training courses will consists of law (IPC, Cr.PC, IEA, SLL), Investigation, Scientific aids to Investigation, Forensic medicine, management of men and resources; crime records, Human Rights, Police Public Relations, Modern India, Organisation of Central and State Governments, APPM etc., and Practical training in handling of scene of crime, scientific clues, observations, portrait building, report writing, computer courses and correspondence.

8 The following table gives the duration of the**induction training courses** in respect of various categories of stipendiary trainee cadets. During

the Induction training courses both outdoor and indoor training are imparted.

Sl.No.	Stipendiary Trainee Cadets	In door Duration of Training and Training Institutions	Out door Practical Training including attachments
(1)	(2)	(3)	(4)
1.	Civil Sub-Inspectors	9 months (APPA)	9 months
2.	Civil Constables	9 months (PTC)	–
*2a.	Civil Constables (Regular PCs, working in A.P.S.P. and Armed Reserve selected for the post of S.C.T.P.Cs. Civil afresh)	3 ½ months (Any Training Institution in the State)	–
3.	Reserve SIs (AR)	9 months (APPA)	9 months
4.	Reserve Constables (AR)	6/9 months (PTC)	--
5.	Reserve SIs (APSP)	10 months (APPA)	8 months
6. Training	Reserve Constables (APSP)	9 months (Bn.Hqrs. /PTC)	2 weeks Jungle
*6a.	Reserve Constables (AR) (Regular PCs. working in APSP selected for the post of SCTPCs. Armed Reserve afresh)	2 Months (Any Training Institution in the State)	–
7.	SIs, Communications	9 months (APPA)	--
8.	ASIs, Communications	9 months (APPA/PTC)	--
9.	PCs, Communications	9 months (APPA/PTC)	--
10.	S.Is. Transport	9 months (3 months in APPA and 6 months	–

* GO.Ms. No. 71 Home (Ser.III) Dept. dt. 01-03-2013 of Govt. of AP

Contd.

Sl.No.	Stipendiary Trainee Cadets	In door Duration of Training and Training Institutions	Out door Practical Training including attachments
(1)	(2)	(3)	(4)
11.	PCs, Transport (Drivers & Mechanics)	9 months(3 months in PTC and 6 months in PTO)	–
12.	Finger Print ASIs & PCs	9 months (3 months in PTC and 6 months in FPB)	--
13.	Dy. SsP (Civil)	52 weeks (APPA)	30 weeks
14.	Dy.SsP (Communications)	6 months (APPA)	--
15.	Induction Training for Asst. Public Prosecutors	3 ½ months (APPA)	–
16.	Induction Training for Band PCs	6 months (APPA)	–

9 Every person selected to the post and sent for training at Government cost or support should serve the department for a minimum period of five years, and to that extent he shall execute a bond for Rs.10, 000/- in the case of SI trainees and Rs.5,000/- in the case of ASI/PC trainees and other corresponding ranks. In cases where the person is discharged for not passing the test/examination or for any other reason, he shall forfeit the bond to cover up the money spent on his training and remuneration received by him.

10 The following table gives the various **conversion courses** conducted along with their duration: -

S.No.	Rank		Duration
1.	APSP PCs to AR PCs	…..	14 days Orientation course at Dist. Hqrs.
2.	AR PCs to Civil PCs	…..	3 months (PTCs)

11. The following table gives the various **Pre-promotional courses** conducted along with their duration. The concerned unit officers or Zonal IG/DIGP nominate candidates for these pre-promotional courses amongst the eligible and qualified personnel in the promotion panel prepared as per rules.

S.No.	Rank		Duration
1.	PC to HC (Civil)	.....	3 months (PTCs)
2.	HCs & ASIs (Civil) to SIs (Civil)	.....	4 1/2 months (One of the Police Training Institutions)GO.Ms. No. 286 Home (Ser-III) dept. dt. 2-11-2010
3.	PCs to HCs (AR)	.....	1 month (Dist.Hqrs.)
4.	HC to ARSI (AR)	.....	3 months (PTCs/Zonal Hqrs.)
5.	HC to ARSI (SAR/CPL)	.....	6 weeks (any PTC/DTC/CTC)
6.	ARSI to RSIs (AR)	.....	3 months (APPA/PTCs/DTCs) on regular basis
7.	SI to Inspectors (Civil)	.....	3 months
8.	Inspector to DSP (Civil)	.....	3 months
9.	PCs to HCs (APSP)	.....	3 months (Bn.Hqrs.)/PTC
10.	HCs to ARSIs (APSP)	.....	2 months (Bn.Hqrs.)/PTC
11.	ARSIs to RSIs (APSP)	.....	3 months (APPA)
*12.	ASIs (communications) to SIs (Communication)	.....	4 months

* GO.Ms. No. 227 HOME (Ser-III) Dept. dt. 26.08.2011 of Govt. of AP

12. At the end of the above trainings, examinations are conducted in both indoor and outdoor subjects and the candidates have to pass in all the examinations. Two supplementary chances are given to the each candidate to pass the above examinations.

In-Service, Specialised and other Training courses

72 - 1 In-Service courses : These courses are conducted both at A.P Police Academy and in all the PTCs. The contents of the in-service courses relate to the local problems and the best way to handle the specific situations. In-service courses at APPA for the ranks of SIs, Inspectors, and Dy.SsP are divided into following categories:-

A. Mandatory courses - Coupled with simulated exercises. All direct recruit SIs have to undergo 6 courses i.e. 1) Ist course in Investigation, 2) Station House Management, 3) Essential Law for Police Officers,4) Ist Course

in Forensic Science and Forensic Medicine, 5) 1st Course in Crime against Women and children(6 days duration), 6) 1st Course in Cyber Forensics & Forensic Auditing and White Collar crime.

B. Orientation courses : 1) For newly promoted CIs and Dy.SsP 2 weeks Orientation Courses are conducted at APPA. These are mandatory.

1. Course for IPS Probationers. Mandatory orientation courses as per PSO 25 of Chapter II
2. Two weeks for newly promoted CIs/ Dy.SsP conducted at respective Police Academy/Training Colleges which include investigation of bodily/ property/White Collar/Cyber offences.
3. IPS Probationers shall be exposed to AP Police Manual, Special Local Laws of AP and property attachment procedure under AP Protection of Depositors of Financial Establishments Act of 1999 with rules, preventive detention and externment procedures etc.,

C. Thematic courses : On various subject courses are conducted at APPA for the officers of various units.

1. Investigation of Cheating / Misappropriation / Forgery / Multi-level Marketing / Ponzi Schemes etc., cases with attachment procedures under AP Protection of Depositors of Financial Establishments Act, 1999.
2. Adjudication of Anti Human Trafficking Crime with POCSO Act/JJ(CPC) Act provision and role of Child Welfare Committees (CWCs)
3. Investigation of Human Rights and custodial deaths/violence cases.
4. Preventive Community Policing with Police Public relations and community expectations.
5. Writs, Appeals, preparation of Counter Affidavits, opposing bails in High Court, Lok Adalat matters and Plea bargaining issues etc.,
6. Investigation of NDPS and PIT NDPS cases.
7. Investigation of SC/ST (POA) Act and PCR Act cases and Policing for weaker sections.
8. Scientific improvement of Physical efficiency and result-oriented yoga practices.
9. Weight reduction Course for officers of and above 95 Kg weight.
10. Cyber Crime Investigation/Cyber Forensics/
11. Forensic Auditing.
12. Collection of Intelligence, Surveillance and related issues.

13 Counter-Intelligence, various Terrorist groups operating in India and neighbouring countries – how to locate and take action.

14. Emotional Intelligence, Communication skills and art of effective public speaking

15. Human Resources Management (HRM) and Human Resources Development (HRD).

16. Policing communally sensitive areas/faction areas.

17. Policing Extreemist affected areas.

18. Maintenance, updation of station crime records and e-Governance applications

19. Preventive Policing techniques, binding over bad characters, Beats, Patrols, Public participation etc.

20. Techniques of conducting inquest, proforma for PME, Magisterial enquiries and Sec 176 Cr.PC cases.

21. Surveillance, Control of Anti-Social elements (Sec 149 Cr.PC) Externments, Preventive Detention procedures, opening history sheets/ suspect sheets.

22. Team building and leadership

23. Investigation of custodial deaths with new provisions u/s 176 Cr.PC.

24. Preventive detention Laws and externment procedures.

25. Combat fitness training

26. Short Course on scene of crime, packing, letter of advice and related evidence collection issues.

27. Course on AP Financial Depositors Act and Prize Chits and money circulation schemes (Banning) Act, 1978, AP Protection of Depositors of Financial Establishment Act, 1999. Asset forfeiture and auction etc.

72 -2 1. Courses for Ministerial Staff

i. 2 months basic course for all appointees on compassionate grounds.

ii. Course for Sr. Assistants due for promotion as Superintendents.

iii. Courses in Office Manual procedures for Ministerial Staff and Accountants

iv. Courses in Computer and e-Governance applications.

v. Course for Administrative officers.

2. The periodicity for in-service course training may be once in a year. For Orientation courses and completion of mandatory courses the period may be within 3 years from the date of completion of institutional and practical training (for every three years after regular appointment).

3. The duration of the in-service courses for Constables to Dy.SsP would be for a period ranging from 1 week to 3 weeks. In respect of mandatory courses the training may be for a period of 2 weeks. For courses in specialized areas, the duration may be from 3 weeks to 12 weeks depending upon the subject.

4. (a) Specialized courses: In addition, for every rank and wing of police, courses in specialized skills such as weapon training, Commando operations, Photography, Processing of Scene of crime, Interrogation of suspects and examination of witnesses, Criminal record maintenance, e-COPS/ CCTNS and use, Intelligence, riot control, planning bandobusts, VIP Security, guard and escort duties are organised in District Training Centers and Police Training Colleges. Special emphasis is laid on Information Technology, Computer awareness, e-COPS and application of Computers in Police work for all ranks in Police by conducting Computer courses in APPA and all the PTCs.

(b) Station writers: Special 3 weeks training at PTCs coupled with e-COPS application.

5. Police Officers in different ranks will be required to undergo the prescribed in-service and refresher courses on various subjects in the Police Training Institutions or Unit Training Centers. Those who are nominated but do not attend and complete the prescribed in-service and refresher courses will not be eligible for consideration for promotion to next higher rank. SsP/SsRP/CsP/Commandants have to ensure that all officers are sent for inservice training at least twice a year depending on targeted crime areas. DPO/CP office have to make entries in service books about courses attended by officers from time to time.

6. Retreat: A "Retreat" is organised for all senior police officers every year preferably at the end of the year or beginning of the new year at A.P.P.A. for introspection and deliberation on all contemporary issues concerning police and for setting the goals for police organization for the coming next year. Goal setting for the next 2 years is expected after retreat. Short term goals (non-budgetary) on basic policing/targeting policing/Policing partnerships. Long term goals(Budget-linked) have to be circulated to all. Human Resource development and Human Resources Management are important. Some select SDPOs/Addl.SsP/

Addl.Comndts) have to be invited along with Prosecutors (DOP/Legal Advisors to SsP/CsP). Judicial officers of High Court may be invited for inauguration/valediction. The retreat proceedings to be finalized on the 2nd day and DGP may issue a circular. Chief Office will address Government for bringing about structural changes, if any

7. **Other Trainings:** Specialized trainings on Subjects like Intelligence, Investigation, Weapon and tactics, Mob control, Counter insurgency etc., will be arranged for selected men and officers including IPS Officers in various Central Police Organisations and other Institutions from time to time throughout the country. It is compulsory for nominees to attend such courses and complete the same successfully. Officers are also being deputed to other countries like Japan, U.K., Singapore, USA for undergoing various training programmes sponsored by the Bureau of Police Research and Development, Delhi and Department for International Development, U.K. etc,. All officers who undergo training abroad have to submit a brief synopsis of learning points which the training division of Chief office may circulate to SsP/CsP for adoption/ learning, if need be. SsP/CsP/Commandants should utilize all skill-oriented training programmes of Central, para-military organizations.

Promotions

73 General

1. G.O. Ms. No. 403, Home (Pol.C) Dept., dt. 7.9.1983, of Govt. of AP.
2. G.O.Ms.No.187, GA(Ser.B) Dept,dt.25-4-1985(Re-constitution and guidelines of Departmental Promotion Committees).
3. G.O.Ms.No.331,Genl. Admn. (Ser.C) Dept.dt.4-5-2013, of Govt. of AP.

(State & Subordinate Services-Promotion/Appointment of employees to higher posts in respect of cases where charges were dropped or penalty orders are modified etc.)

1. Promotions are an essential part of career development and vital to the motivation of the personnel to use their experience in public service delivery. Seniority-cum-merit for PCs and merit cum seniority for other ranks is the basis for promotion from one rank to the higher rank in various wings of the Police Department and for various levels. In-Service Courses either Institutional or on-job, are organized to sharpen the skills and up-date the professional knowledge. The In-Service Courses prescribed are indicated in Orders 72. Successful completion of prescribed in-service course is one of the parameters for promotion.

Seniority Lists

2. Seniority lists prepared in accordance with relevant rules should be maintained for all levels by the appointing authority. Every year in the month of January for every rank and category, every appointing authority, should prepare and publish a 'seniority list' as on 1st January of that year. In respect of officers where the Government is the appointing authority the DGP should send an updated list of seniority for each service by 15th January every year and send to the Government for approval and issue of the list by the end of February. On receipt of the list the DGP should arrange to communicate to Unit officers concerned for making it available to the members. A register for each rank and category should be maintained in the office of the appointing authority. The changes by way of additions and alterations should be noted in the register indicating the authority or orders for the entries in the relevant column. Where personnel matters are stored in electronic systems (Computers), the format for the seniority list as in Form 160 should be generated and data up-dated as and when any change in respect of each person takes place. The essential particulars to be noted are indicated in the A.P.Police Subordinate Service/A.P.Police (Civil) Service Rules.

Fixation of seniority of Police Constables in AR/SARCPL Police Constables who are appointed by transfer (by Conversion) from APSP. (GO.Ms. No. 1 Home (Legal-II) dept. dt. 7-1-2016 of Govt. of AP)

"The seniority of Police Constables in Armed Reserve, appointed by transfer from Special Police Battalions shall be fixed giving weightage of one year of service for every completed two years of service rendered as Police Constables in Special Battallions, subject to a maximum of seven years."

Note : For the purpose of calculation of weightage under this clause fractions, if any, are to be ignored.

Eligibility for Promotion

G.O. Ms. No. 787 Home (Police-K) dated 16.11.1994, of Govt. of AP.

3. Promotions from one rank to the other in Civil Police, Reserve Police, APSP and other wings of the department are subject to a minimum qualifying service in each category and other conditions as detailed below:

C.O.T.Dis.460/E1/76, dtd. 25.6.1976

4. The first requirement for eligibility for promotion is that the officer should be an approved probationer.

5. No adhoc or out of seniority promotions shall be made by any authority. All promotions shall be made in the manner prescribed herein.

6. The following periods of service in a rank are prescribed as conditions precedent to promotion to the next higher rank :

PROMOTION OF ARMED RESERVE OFFICERS

Promotion to the Category of	Feeder Category i.e, from the Category of promotion	Minimum Service.
(1)	(2)	(3)
1. Commandant (Armed Reserve)	Deputy Superintendent of Police (Armed Reserve)	5 years
2. Deputy Superintendent of Police (Armed Reserve)	Reserve Inspector (Armed Reserve)	6 years
3. Reserve Inspector (Armed Reserve)	Reserve Sub-Inspector (Armed Reserve)	6 years

Source : G.O.Ms.No.118 Home (Police-E) Dept, dt.16th June, 1997 Govt of AP, AP Police (Armed Reserve) Service Rules 1997.

ANDHRA PRADESH SPECIAL POLICE OFFICERS PROMOTION

Promotion to the Category of	Feeder Category i.e, promotion from the Category of	Minimum Service.
(1)	(2)	(3)
1. Commandant (APSP)	Addl.Commandant of Police (APSP)	3 years
2. Addl Commandant of Police (Armed Reserve)	Asst. Commandant (APSP)	5 years
	(i) Reserve Inspector of Police, APSP to the extent of 2/3 of vacancies	6 years
	(ii) Dy.Supdt of Police, Cat 2 APPS (Direct Recruitment) on deputation/tenure basis for a period of 3 years to the extent of 1/3rd of the posts	(Tenure/ deputation)
3. Reserve Inspector of Police (APSP)	Reserve Sub-Inspector of Police (APSP)	6 years

Source : AP Police Special Police Battalion Rules 1997, G.O.Ms.No.140 Home (Police-E) Dept, dt.2/7/97, Govt of AP and regd Sl.No.1 and 2 read GO Ms.218 of Home (Legal-II) dt.19.8.2010, Govt of AP

The following periods of service in a rank are prescribed as conditions precedent to promotion to the next "higher rank".

Sl.No.	Promotion to the category of	Feeder category i.e., from the category of	Minimum service	Source
1.	RI (AR)	RSI (AR)	6 years	G.O.Ms. No.118 Home (Pol.E) Department dt: 16.06.1997
2.	Inspector of Police (Civil)	Sub-Inspector (Civil)	Direct recruit - 6 years Promotees - 6 years Convertees -4 years	G.O.Ms. no. 137 Home (Pol.E) Dept., dt:1-6-1998 r/w G.O.Ms. no. 208 Home (Legal-II) Dept, dated:31.08.2013
3.	SI (Civil)	ASI /HC (Civil)	5 years	G.O.Ms. No. 215 Home (Pol.C) Dept., dated:14.07.1995
4.	RSI / AR	ASI / HC (AR)	5 years	
5.	ASI (Civil)	HC (Civil)	4 years	G.O.Ms.No.287 Home (Legal-II) Dept., dt. 03.12.2011
6.	Head Constable (Civil)	Constable (Civil)	Direct-5 years Convertee - 3years	G.O.Ms.No.212 Home (Legal-II) Dept., dt:06.09.2013

7. G.O.Ms.No.137 Home (Pol-E) Dept, dt.1-6-98, GO.Ms.No.139 Home (Pol-E) Dept, Dt. 28-4-99 of Govt of AP

The qualifications for appointment to the posts of Deputy Superintendent of Police and Inspector of Police by transfer or promotion in civil police shall be in addition to other prescribed conditions, a pass in the written examination with minimum 40% marks in the each of the following subjects.

A. Indian Penal Code and Special & Local Criminal Laws including the Police Act.

B. The Code of Criminal Procedure.

C. The Indian Evidence Act.

D. Glaister's Medical Jurisprudence and toxicology.

E. Police Departmental orders.

F. Scientific Aids to investigation.

Note:- Order 73-7 is subject to the outcome of the judgment of the A.P. High Court where this matter is pending as on September 2015 vide WP.No.4929/2001.

74 Requirements of Fitness

G.O.Ms.No. 215 Home (Pol-C) Dept., dt. 14-7-1995 of Govt. of AP

1. The Police Officer should not be under currency of any punishment, major or minor. The currency of censure is one year. For postponement of increments without effect on future increments the currency of punishment would be the actual period for which the postponement is ordered. In cases of postponement with effect on future increments or reduction in time scale, the currency would be double for period for which the increment is postponed or reduced. He should not have suffered one major punishment or three or more minor punishments during the last 2 years.

   G.O.Ms.No. 374 Home (Pol-D) dt.4-12-2000 of Govt. of AP

2. He should not be facing any departmental enquiry for grave charges or involved in any investigation/enquiry or trial into a criminal case against him or a regular enquiry or investigation by the Anti-Corruption Bureau or Tribunal for Disciplinary Proceedings.

3. The officer should not be under suspension at the time of consideration for promotion.

4. The officers for whom ACRs are maintained should have a good record of service i.e., there should not be more than two communicated adverse entries or any communicated adverse entries touching on his integrity or pertaining to moral turpitude in the existing rank during the period of 6 years preceding the year in which the promotion is being considered or there should not be any communicated adverse entry at any time touching on his integrity or pertaining to moral turpitude in the existing rank.

   {Ref. GO.Ms No. 97 Home (Legal-II) Dept. dt. 07-06-2017}

5. He should have completed successfully all in-service training courses for which he is nominated or sent in his service in a particular rank. As regards direct recruit SIs, he/she should have completed all mandatory courses as in PSO 72-1 A.

6. During the period of panel year in which selection is being made i.e from 1st September of the year to 31st August of the succeeding year he should not be under any major or minor punishments (Ref G.O.Ms.No.92 Home (Services III) Dept dt.5-5-2008, Govt of AP in tune with Rule 6 C of AP Sub ordinate Service Rules 1996.

75. Preparation of Promotion Panels (Called 'C' List in Police Department)

All the Officers have to follow the AP State Subordinate Service Rules 1996 and follow Rule 6 regarding Method of preparation of panels including Government orders and the Apex Court case laws.

(Refer G.O.Ms.No.331, General Administration (SER.C) Department, Dated:04.05.2013. including the main DPC G.O. Ms. No. 187 GAD (Ser-B) , Dated : 23.04.1985)

Promotion panels shall be prepared for each rank as provided under the relevant service rules in the manner prescribed in the following orders. The promotions shall be made from the panel in the order of seniority as and when vacancies arise in the rank for which the promotion panel is prepared. A course of training and / or examination as prescribed before promotion for certain categories should be conducted in one of the Training Institutions. On promotion to the higher rank every officer shall be placed on probation for a period of one year in a continuous period of two years. The commencement of probation shall be from the date of assuming the charge of the new post.

The following are the AP State & Subordinate Service Rules 1996, regarding preparation of panels.

Rule 6 (c) - The panel of candidates for promotion or appointment by transfer to a service or class of a service, in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the months of September every year reckoning 1st September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st December on the succeeding year or till the next panel is to be prepared whichever is earlier. The period from 1st September of the year to 31st August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

Rule 6 (d) - The panel of candidates under sub-rule (b) or sub-rule (c) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list:

i. The existing vacancies, including the vacancies which were not filled up in the previous year for any reason,

ii. (1) vacancies to arise owing the retirement,

(2) Consequential vacancies due to promotion or appointment by transfer:

Provided that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.

Rule 6 (e) - A panel of candidates shall also be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of ½ or more i.e, 0.5 and above to the next nearest number as reserve to fill up the vacancies likely to last for more than 2 months on account of:-

(i) Deputation,

(ii) Training,

(iii) Long leave,

(iv) [x x x] deleted.

Provided also that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.

Rule 6 (f) - Inclusion of a candidate's name in any panel of candidates for any State Service, class or category shall not confer on him any right for appointment to such service, class or category.

Principle of Prospective effect in some promotion panels :

The Government vide G.O.Ms. No. 331, General Administration (Ser.c) Dept, dated : 04.05.2013 issued orders that promotions shall be considered with **prospective effect only** in subsequent panel years duly placing the matter before the Departmental Promotion Committee/ Screening Committee afresh in respect of the cases where;

(i) Charges were dropped using the words such as let off, warning, to be more careful in future, on humanitarian grounds, on benefit of doubt etc.,

(ii) Original order of penalty was modified on appeal or revision, after elapse of stipulated time (or) on humanitarian grounds (or) due to retirement etc.,

(iii) The individual was acquitted by courts on benefit of doubt in criminal cases.

Certain important points to remember :

The selection of candidates should be according to the number of vacancies advertised.

The select list will have to be prepared for a particular period. After selection is over, the life of the list expires.

Even if a selected candidate dies after appointment and joining the post, such vacancy should not be filled from the left over candidates in the selection list.

Promotion of Inspectors (Civil Police)

76- 1. Inspectors of Police who fulfil the service conditions and requirements contained in Order Nos. 73 and 74 and the conditions mentioned below are eligible for promotion to the rank of Deputy Superintendent of Police.

2. He should have worked continuously at least for 3 years in the Investigation branch, Training or Railway Police. Service in the investigation branch includes CID, Central Crime Stations, Anti-corruption Bureau, the District and City Crime Branches, Special Investigating Teams formed for specific offences, District Special Branch or State Intelligence. Deputation to CBI, Lokayukta should be reckoned as service in the Investigation branch.

Preparation of Panels of Inspectors to DSP

3. The SsP in charge of the Districts, and the Commissioners of Police of Cities shall prepare and send before the end of March every year to the concerned Zonal IG/DIGP a list of all Inspectors of Police who have completed 6 years of service and are eligible for promotion as stipulated in Order 74 above classifying them into (1) those eligible for promotion and (2) those not eligible for promotion. The category of ineligible candidates should contain information as to which of the conditions of eligibility laid down above in Order 73 and 74 has not been fulfilled. Similar lists should be prepared by Deputy Commissioners of Police in respect of officers working in their jurisdiction and sent to the Commissioner of Police, Visakhapatnam & Vijayawada through the Jt. CP/Addl. CP concerned. The DCP, Administration who maintains the records should help the other Dy. Commissioners in the preparation of the lists by furnishing the necessary information. The personal records

i.e., SB, ACR file or any other relevant record of all the officers in the above categories should be sent along with the list.

4. On receipt of the list, each Zonal Inspector General/DIGP shall form a Committee consisting of himself and all SPs/CPs working in his jurisdiction. The Commissioners of Police, Visakhapatnam and Vijayawada shall form a Committee consisting of himself, all the Addl./ Jt./Deputy Commissioners in his jurisdiction. The committee shall scrutinize the personal records of all the Inspectors in the respective zone or Visakhapatnam and Vijayawada cities, who have completed 6 years or more of service and classify them into the following categories:

   A. Inspectors suitable for selection for appointment as Deputy Superintendents;

   B. Inspectors not yet suitable for selection for appointment as Deputy Superintendent; and

5. The names in each category should be arranged in the order of seniority.

6. In respect of Inspectors in the first category (76-4-A), promotion rolls shall be made out in Form-9 by the Zonal Inspector General/DIGP or the Commissioners of Police, Visakhapatnam and Vijayawada cities. These promotion rolls and the lists mentioned in 76-4 above, together with the service records of all those who have completed six or more years of service as Inspector shall be forwarded to the Director General of Police to reach him on or before the 1st September.

7. In making the recommendations, Zonal IsGP/DIsGP and the CsP, Visakhapatnam and Vijayawada shall strictly follow the instructions, regulations and procedure contained therein and issued from time to time by the Director General of Police.

8. On receipt of the Seniority list of Inspectors from the Zone/Ranges, the DGP shall integrate the lists with reference to 'B' list date i.e., the date of regular appointment as Inspector. The list will then be placed along with other material before Screening Committee. The Screening Committee shall recommend the names for inclusion in the panel and also indicate the order in which the persons concerned should be included in the panel. The authority competent to make such a reference under the provisions of the Special Rules applicable shall forward the list of persons prepared by the said Committee to Andhra Pradesh Public Service Commission for its concurrence. Promotions may be effected from the list so prepared pending approval of the Andhra Pradesh Public Service

Commission purely on the adhoc basis with the approval of the Government. After approval of APPSC, regular promotions shall be made in the same order as the names appear in the promotional panel with the approval of the Government.

9. Promotion of Armed Reserve officers of District/Commissionerates of Visakhapatnam and Vijayawada. The SsP of the District and CsP of the Commissionerates shall prepare the promotion panel by the end of March of every year in accordance with G.O.Ms.118 Home (Police-E) Dept dt.16th June 1997, Govt of AP as per AP Police (Armed Reserve) Service Rules 1997 and such other Rules/Regulations/G.Os in force as on March of the year and take action as per the laid down procedure.

10. The ADG/IGP, APSP as the case be shall prepare promotion panel by the end of March every year in accordance with AP Special Police Rules 1997 as per G.O.Ms.No.140 Home (Police-E) Dept dt.2/7/97 and G.O.Ms.No.218 Home (Legal-II) Dept dt.19.8.2010 of Govt of AP and such other Rules/Regulations/G.Os in force as on March of the year and take action as per the laid down procedure.

Promotion of Reserve Inspectors (District Armed Reserve)

11. The Reserve Inspectors working in Reserve Police of the Districts and in Vijayawada, Visakhapatnam cities are eligible for promotion to the posts of Deputy Superintendents of Police (Reserve Police) subject to the conditions of service laid down in Order No. 73 and 74. The procedure for the preparation of promotion panel shall be the same as detailed for the promotion of Inspectors of Police to the Deputy Superintendents of Police as mentioned above.

Promotion of Reserve Inspectors (APSP)

12. The Reserve Inspectors of APSP are eligible for promotion to the rank of Asst. Commandant in the Special Police Battalions subject to the conditions in Order No. 73 and 74. The procedure for preparation of the promotion panel shall be the same as in Order No.76-3 and 76-4 except that the Commandants of the Battalions as contemplated therein shall do the preparation and forwarding of lists. On receipt of the proposals as indicated in that Order the Addl.DGP/IGP, APSP shall constitute a Committee consisting of the DIsGP, APSP and the Commandants of all the Battalions. The Committee will scrutinize the personal records of all Reserve Inspectors of APSP and classify them in the same manner as in the case of Civil Inspector of Police duly following eligibility criteria as

mentioned in PSO 73 and 76.10. The Addl. DGP/IGP, APSP shall forward the list with his recommendations to the Director General of Police who will forward the list to the Public Service Commission indicating the number of vacancies available for concurrence. Thereafter the same procedure as prescribed in respect of Civil Police Inspectors will be followed.

Promotion of Sub-Inspectors (Civil Police)

77- 1. The posts of Inspectors are Zonal Posts and appointment to these posts is by promotion from the rank of Sub Inspectors. The S.I.s of a Zone who fulfils the conditions laid down in order 73 and 74 above and the conditions indicated below are eligible for promotion to the rank of Inspectors.

A. They should have successfully completed all the mandatory courses and in-service courses meant for SIs organised in the APPA. SsP/CsP shall short list personnel in advance who have not undergone the course and request Director APPA to conduct such courses as the case be.

B. **Amendment to AP Police (Civil) Service Rules 1998 (GO.Ms. No. 82 Home (Legal-II) Dept. dt. 4-7-2016)**

Quote "Provided that out of such service, the person should have worked for a period of not less than three years as Sub-Inspector of Police or two years as Inspector of Police in any of the specialized units within the Department or outside the Department on deputation/tenure other than Law and Order /Crime/Traffic Stations in the Districts/Units, before being considered for promotion to the post of Inspector of Police from Sub-Inspector of Police or Deputy Superintendent of Police from Inspector of Police as the case may be".

"This eligibility criteria shall be followed in respect of Sub-Inspectors of Police from 1.9.2017 and in respect of Inspectors of Police from 1.9.2016." un quote.

2. SPs of the districts, CPs of the cities, SsP of CID, Railway Police, Commissioners of Police of Visakhapatnam and Vijayawada cities, the Principals, Police Training Colleges and Director, APPA will submit by the 1st June of every year to the Zonal Inspector General of Police/ DIGP, as the case may be, a list of Sub-Inspectors of the District/Unit or City who are eligible for promotion. This list should be submitted along

with the list of Sub-Inspectors of the District and the connected records maintained including the Service Book and the ACR files. The SP may convene a meeting with the Addl. SP in his Unit and scrutinize the records. In Visakhapatnam and Vijayawada cities, the Joint or Addl. Commissioner in charge of Administration may hold a meeting of all the Dy. Commissioners and prepare a list of eligible candidates calculating the number of vacancies that are likely to arise in the year commencing from 1st September. The SP /CP should submit the above list with their recommendations for promotion of eligible Sub-Inspectors as Inspectors in the prescribed form. The Service Books and Personal Files of all the eligible Sub-Inspectors in the seniority list, whether recommended or not should be sent to the Zonal Inspector General of Police/DIGP/after bringing them up to date in all respects. In the case of those not recommended for promotion, specific reasons should be given.

3. The Zonal Inspector General of Police/DIGP on receipt of the lists should prepare a consolidated seniority list for the whole zone, scrutinize the recommendation rolls, the service books and the personal files of all the Sub-Inspectors in the Seniority list and prepare a list of Sub-Inspectors who, in his opinion are fit to be promoted as Inspectors in order of seniority and sent to the DGP along with his recommendations for approval.

4. The Zonal Inspector General of Police/DIGP/Commissioners of Police after approval of the Panel as indicated above shall promote the Sub-Inspectors to the post of Inspectors as and when the vacancies occur. The Panel will be in force from 1st September of the year till 31st August of succeeding year or a fresh panel is prepared whichever is earlier. The cases of Sub-Inspectors who were already included in the Panel but who had not commenced their probation should also be considered afresh for the new panel.

5. In respect of the CID, Intelligence, Training Institutions and other organisations where they are working on deputation the lists will be prepared by the concerned heads adopting the same procedure as above and forwarded to the respective Zones for preparation of consolidated list to be forwarded to the DGP with their recommendations for approval.

Promotion of RSIs (District Armed Reserve and APSP)

78- 1. The post of Reserve Inspector (DAR) is a multi-zonal post. The panel of promotion of RSIs fit to be promoted as RIs (DAR) has therefore to be issued by the Director General of Police. The APSP Battalions are state wide cadres. The eligibility for promotion of Reserve Sub-Inspectors

to the rank of Reserve Inspectors, both DAR and APSP will be the same as contained in Orders 73 and 74.

2. The SP/ Commandants of APSP shall examine the records of service of all Reserve Sub-Inspectors in order of seniority with reference to the records in the same manner as done in the case of Sub-Inspectors and forward the seniority list with their recommendations to the Zonal IG/ DIGP or IGP APSP Bns. as the case may be.

3. The Zonal Inspector General of Police/DIGP or IGP APSP Bns. as the case may be, on receipt of the lists should scrutinize the cases of all Reserve Sub-Inspectors, whether recommended or not by the Unit Officers and send their specific recommendations along with the PFs and SBs duly updated along with the seniority list before 15th July of the year to the DGP.

4. The Director General of Police on receipt of the seniority list with the recommendations will examine the cases and prepare the Panel as per rule-2 (b) (i) of Special Rules of APPSS on Multi-Zonal basis or state wide basis as the case may be, and issue the same in the month of September. The number of Reserve Sub-Inspectors to be included in the Panel should be equal to the number of vacancies that exist plus which are likely to rise till the end of August of the following year. Separate Panels will be prepared for the Zones. The cases of Reserve Sub-Inspectors who were already included in the earlier Panels but who have not commenced their probation will also be considered afresh for inclusion in the fresh Panel.

Promotion of ARSIs (District Armed Reserve) to RSI (DAR)

79- 1. For the purpose of promotion of Assistant Reserve Sub-Inspectors to the rank of RSIs each Zone under the Presidential Order will be a Unit. All the ARSIs should fulfill the requirements as detailed in Orders 73 and 74 and qualify in a drill and oral test to be conducted by a Committee as indicated herein. A promotion panel of ARSIs fit for promotion as RSIs for each zone shall be prepared by the Zonal IG/DIGP as the case may be.

Promotion of ARSI (APSP) to RSI (APSP)

G.O. Ms. No. 85, dated 20.4.1997, of Govt of AP.

2. On receipt of promotion rolls from all the Commandants of APSP Battalions, Addl. DGP (AR) or Inspector General of Police as the case may be will finalize the lists of Assistant RSI fit for promotion as RSI.

Procedure for preparation of panel of ARSIs (DAR)

3. DCP / Addl. DCP (CAR) Headquarters concerned will send a list of eligible ARSIs along with the seniority list and service records to the Zonal IGP/DIGP, Commissioners of Police, as the case may be. The list should indicate the names of all ARSIs who are eligible for promotion in terms of guidelines in Order 73 and 74. A Committee with the Zonal IGP/DIGP/Commissioner of Police as the Chairman with the concerned SP/Addl. SP/Addl. Dy. Commissioner of Police, City Armed Reserve as members shall scrutinize the list of eligible candidates with reference to the records. Thereafter a drill and oral test will be conducted for all the eligible candidates Zone wise and for SAR CPL and CAR Headquarters. After the drill and oral test a panel will be drawn up by the Committee containing the number of estimated vacancies plus 10% reserve in the rank of Reserve Sub-Inspectors under promotion quota. The names in the panel shall be in order of seniority from the list of eligible candidates.

Procedure for preparation of Panel of ARSIs (APSP)

Rc. No. 273-1/E1/75, dt. 5-1-1979 of AP DGP office.

4. Commandants of APSP of each battalion will send a list of eligible candidates in order of seniority in accordance with the Order 73 and 74 along with the service records to the IGP APSP Bns. A committee with IGP APSP as Chairman and DIsG APSP/Commandants APSP as members shall scrutinize the list of eligible candidates with reference to their records. The drill and oral test will thereafter be conducted for all the eligible candidates. A panel will be drawn up by the committee containing the number of vacancies estimated plus 10% reserve in the rank of RSIs of APSP under promotion quota.

5. A copy of the Panel will be sent to the DGP for information.

6. The procedure for promotion for the ARSIs in the Band unit shall be the same as other ARSIs except that the examination will be confined to the proficiency in the Band. A special panel for promotion of ARSIs to RSIs in the band Units will be maintained. The Armed Reserve is treated as separate Units, for the purpose of promotion of ARSIs to the rank of Reserve Sub-Inspectors in the band. When a vacancy in the post of Reserve Sub-Inspector in the band units arises or likely to arise a promotion examination will be held and the best person selected. The ARSIs in the band units if eligible should be considered for the vacancies in the posts of RSIs along with the others subject to their qualifying in the tests prescribed for others.

Promotion of HCs/ASIs to SIs (Civil Police)

G.O. Ms. No. 215 Home (Pol.C) Dept. dt. 14-7-1995 of AP

80- 1. The Sub-Inspector of Police is a zonal post. There is a quota for direct recruitment as well as by promotion. In respect of the promotion quota, the HCs and ASIs of Civil Police in each zone and cities, with the qualifications, service and record as indicated in Order No 73 and 74, and who have qualified in the departmental examinations, are eligible for promotion to the rank of S.I. of Police (Civil).

2. The Zonal Inspectors General of Police/DIGP and Commissioners of Police will work out the number of vacancies of Sub-Inspectors of the entire Zone City Reserve for promotees in January every year. The vacancies existing and likely to arise in the year should also be taken into consideration. All deputations to various wings of the Police Department as per the quota intended for that zone should also be taken into consideration while working out the vacancies. The method of working of vacancies should be the same as adopted for appointment by direct recruitment. After working out the total vacancies of Sub-Inspectors in that manner, the quota reserved for promotion should be worked out as per the rules. The number of Head Constables/Asst. Sub-Inspectors to be included in the panel of promotion should not exceed the 30% of the cadre strength of Sub-Inspectors of the Zone/cities, as the case may be.

3. The Departmental qualifying examination for Head Constables/Asst. Sub-Inspectors will be conducted ordinarily every year in the month of April or May. The written, Drill and Oral Tests will be conducted by the Zonal Inspector General of Police/DIGP at the Zonal Head quarters/ Commissioner of Police at Visakhapatnam and Vijayawada. The question papers for written tests and valuation of answer scripts will be organized by the SLPRB. The Zonal IG/DIGP/CsP Visakhapatnam and Vijayawada will be the Chairman of the committee and one SP and one Commandant nominated by the Chairman SLPRB with the approval of the DGP will be members for drill and oral test. The results of the qualifying tests will be communicated to the Addl. Director General of Police (Recruitment).

4. The scheme of the qualifying examination will be as follows: –

A. **Written Test**: The written test shall consist of two papers of 100 marks each. The first paper will be in Law and the second will be in Police procedure, Investigation, Scientific Aids, Medical Jurisprudence, Finger and Foot Prints, Prevention and Detection of Crime.

B. **Outdoor Test**: The outdoor test shall have a maximum of 150 marks. Turn out, Handling of Weapons and items of drill to be specified in advance, scene of offence description including identification of material clues available shall constitute the main items of the outdoor test.

C. **Oral Test**: This will have a maximum of 50 marks. The subjects in which the candidates are to be tested should be same as prescribed for the promotion of Head Constables. The candidate should also be tested in subjects of police behaviour with weaker sections, beat area policing, handling of law & order situations and investigation. The candidates may answer in Telugu or Urdu or English.

D. The required number of Head Constables/Asst. Sub-Inspectors for inclusion in promotion panel in that particular year will be selected as per service seniority from among those who qualify in the examination as above. The candidates included in the promotion panel of each zone shall be sent for 6 months training to one of the Police Training Institutions. They shall undergo a course of training as per the syllabus prescribed.

E. An examination will be conducted at the end of the training in the subjects taught, both indoor and outdoor. Those who secure 40% of marks in each subject in one attempt shall be deemed to have completely passed the examination successfully and shall be included in the promotion panel for Sub-Inspectors of each zone, in the order of their service seniority. They should be promoted as SI/ASI on regular basis and placed on probation only after the inclusion in the promotion panel. Those who do not qualify in any of the subjects in the Training Institution in the first attempt and later qualify in the supplementary examination shall be included in the promotion panel of the same batch but at the bottom in the order in which they qualify themselves.

F. The Head Constables/Asst. Sub-Inspectors who fail in the final examination after training will be given two chances to appear and pass in the failed subjects. Unless they qualify, they will not be included in the promotion panel and hence will not be promoted.

Promotion of HCs to ASI (Civil Police)

81- 1. Promotion to the above rank in Civil Police in each District/Unit/ City, as the case may be shall be from the rank of Head Constable as per seniority subject to the conditions laid down in Order No. 73 and 74.

Promotion of Reserve HCs (District Reserve)

2. SsP, the Commandant, Special Armed Reserve, and the Deputy Commissioner, City Armed Reserve, will scrutinize the records of service of all eligible Head Constables of the Armed Reserve and select suitable Head Constables for promotion. They will submit lists of persons so selected to the Zonal Inspector General/DIGP or the Commissioner of Police, as the case may be, by the 1st June every year. They in turn will finalize the promotion list and send copies of the list to the SsP, the Commandant, Special Armed Reserve, and the Deputy Commissioner, City Armed Reserve as the case may be, retaining a copy in his office.

3. In the case of appointment as ARSIs in the Band Units when any post falls or is about to fall vacant, a promotion examination will be held to all eligible Head Constables of both brass and pipe bands, who are willing to appear for the same and the best candidate among them will be selected. If merit of two or more candidates is approximately equal, the senior most person will be selected. If the vacancy is in the pipe band, the person selected should be conversant with the use of that band and, similarly, the person selected for the brass band should be conversant with the use of that band.

4. HCs of both the brass and pipe bands who are below 52 years of age will be eligible to appear for the promotion examination. They must have a good working knowledge of English and must be proficient in reading and writing of music. The exact nature of examination is left to the discretion of the officers conducting the examination. The HCs of specialist wing like band or armoury are also eligible to appear for the common promotion examination.

Promotion of Constables - General Instructions

82- 1. Seniority list should be maintained in the manner prescribed in Order No. 73-2 with utmost care and accuracy and it shall be the personal responsibility of the SP/Commandant/DCP CAR/CP as the case may be. They should ensure by cross checking with the relevant records that the list and the information in various columns is correct and up to date. The updating of seniority lists of Constables (Reserve, Civil Police and APSP) should be a continuous process and it should be done in accordance with the rules and instructions on the subject every year.

2. The service books of all Constables (Civil, AR and APSP) should contain separate pages with the proforma to enter all information regarding special reports, rewards, commendation letters, the extracts of the inspection notes in which a reference is made to the Constable concerned, warning memos, given and acknowledged and all other correspondence so as to enable a proper assessment of the fitness or otherwise of the Constables concerned for promotion to the post of Head Constable. A separate file containing the papers should be attached to the service book of Constables and Head Constables on the same lines as is done for part II of an ACR file, as personal files are not maintained for Constables and Head Constables.

3. The physical fitness and health of the Constable should be judged with reference to the medical records including sick leave and his performance in the field as reflected in the records mentioned above. Only in case of doubt about his health, a medical examination should be conducted. The bi-monthly medical examination prescribed for Constables and Head Constables as reflected in the Small Service Book should find a place in the main Service Book and the assessment of his fitness be made from this record.

Promotion of Constables (Civil Police)

83- 1. The Constables of Civil Police in each District/Commissionerate as the case may be with the qualifications, service conditions and record as detailed in Orders 73 and 74 in so far as they relate to Civil Constables are eligible for promotion to the rank of Head Constables.

2 The SP/Commissioner of Police will workout the number of vacancies of Head Constables existing as on 1st January and likely to arise in the year and finalise the number of Police Constables to be included in the promotion panel. The required number of PCs to be promoted as Head Constable in a particular year will be selected as per the service seniority and sent to undergo 2 $^{1}/_{2}$ months promotional Refresher Course Training in any one of the Police Training Institutions as per the syllabus prescribed.

3. An examination will be conducted at the end of the course in both indoor and outdoor subjects they are taught. The Police Constables who secure not less than 40% in each of the subjects, both indoor and outdoor, in the final examination will be declared to have passed the course in one attempt

and will be included in the promotional panel as per service seniority. They should be posted to the Police Station as HCs on regular basis and placed on probation only after they pass all the subjects of the examination at the end of the training. Those who fail in some subject of the final examination are given two additional chances to completely pass in the failed subjects. They can appear for the supplementary examination in the failed subjects at any Police Training Institutions. Those who pass the supplementary examination in the failed subjects shall be included in the panel of promotion as per the seniority as a Police Constable of the District/City among those who pass in such supplementary examination and placed below the last promotion panel. Unless they qualify in all the subjects of examination, they will not be included in the promotion panel and hence will not be promoted.

Promotion of Reserve Constables (District Armed Reserve)

G.O. Ms. No 175, Home (Pol.D) Dept dated 30.3.1996, of Govt of AP

84- 1. A Constable in Reserve Police in each District/Commissionerate as the case may be, with the qualifications, service conditions and record as laid down in Orders 73 and 74 is eligible for promotion to the rank of Head Constable.

2. The SP/CP/Jt. CP/DCP CAR Visakhapatnam and Vijayawada cities will workout the number of vacancies of Head Constables existing as on 1st January and likely to arise in the year and finalise the number of Police Constables as per the seniority to be included in the promotion panel. The required number of PCs, selected in the order of service seniority shall be sent to undergo one month training at District/Unit Head Quarters as per the Training programme designed for this purpose.

3. An examination will be conducted at the end of the course both in indoor and outdoor subjects they are taught. The Head Constable trainees scoring not less than 40% of the total marks, with not less than 35% in each subject will be deemed to have passed the course in one attempt and will be included in the promotion panel as per service seniority. They can be promoted and posted as Head Constables on regular basis only after they pass the subjects taught in the training and get into the promotion panel. The Constable trainees who fail in the examination have to appear for the supplementary examination in the failed subjects at District Head Quarters. They will be given two additional chances to completely pass

the failed subjects. Those who pass in supplementary examination will be included in the panel of promotion as per seniority among those who pass such supplementary examination and will be placed below the last promotion panel.

Specialist Promotion Lists in Reserve Police

4. The Constables belonging to Specialist Trades like band, motor transport, armourers etc. are eligible for promotion in the same manner as rest of the Reserve Police for the posts in those categories. In the event of the posts not being available in the Specialist category they should be promoted according to their seniority against the posts of HCs in the entire Reserve of that Unit and continued in the Specialist Trade or utilized for general duties as Head Constables based on necessity by the SP/ Unit Officers.

Promotion of Constables (APSP)

5. The Commandants of APSP shall maintain lists of constables to be promoted to the rank of Head Constables and order promotions from that list. They will also maintain specialist lists as in the case of Armed Reserve Police. The instructions under Orders 84-1 to 84-4 will apply to these promotions of Constables of APSP Bns. also.

Note: Armed Reserve stationed at different centres in the districts shall be treated as a single unit and combined promotion lists shall be maintained.

Automatic Advancement Schemes

85 - 1 **Based on G.O.Ms.No.96 Finance (Pay Commission-II) Dept dt.20.5.2011 of Govt of AP,** the Government of AP modified Automatic Advancemt Scheme for every 6 yrs, 12 yrs, 18 yrs and 24 yrs. These orders shall be applicable to the Government employees, teaching and Non-teaching staff of Local Bodies and Aided Institutions drawing State Pay Scale and drawing the pay in Grade-I to XXV in the Revised Scales, 2010 i.e upto 25,600-50,560 with effect from 01-02-2010.

Special Grade Post Scale (6 years)

(i) An employee on completion of 6 years of service in a particular post shall be appointed to the Special Grade Post Scale which is the next higher scale above the pay scale of the post he/she is holding.

Special Promotion Post Scale-I is divided into two parts as "A" and "B"

Special Promotion Post Scale I-A (12 years)	(ii)	An employee on completion of 12 years of service in a particular post shall be appointed to the Special Promotion Post Scale I-A. It carries the pay scale of the post next above the post held by him which happens to be the promotion post in the regular line as prescribed in the Service Rules. For appointment to the Special Promotion Post Scale I-A he/she shall be fully qualified to hold that promotion post as prescribed in the Service Rules. In other words, such of the employees who have put in 12 years of service in one post without getting any promotion, shall be considered for appointment to Special Promotion Post Scale-I-A, subject to the conditions laid down as above.
Special Adhoc Promotion Post Scale I-A (12 years)	(iii)	In case, the Service Rules do not provide for any promotion, the employee on completion of 12 years of service in a particular post shall be appointed to the Special Adhoc Promotion Post Scale I-A which carries the next higher scale above the Special Grade Post Scale.
Special Promotion Post Scale I-B/ Special Adhoc Promotion Post Scale I-B (18 years)	(iv)	An Employee on completion of 18 years service in a particular post, shall be allowed one increment in the Special Promotion Post Scale I-A or Special Adhoc Promotion Post Scale I-A as the case may be, which shall be called Special Promotion Post Scale I-B / Special Adhoc Promotion Post Scale I-B.
Special Promotion Post Scale II (24 years)	(v)	An employee, on completion of 24 years of service in a particular post, shall be placed in the scale of the post applicable to the second level promotion post to the original post held by him. This is subject to the condition that he is fully qualified to be promoted to such promotion post as prescribed in service rules and also that such post should belong to the regular line and not outside the regular line.This scale shall be called Special Promotion Post Scale II. In other words, such of the employees who have put in 24 years of service in one post without getting any promotion, shall be considered for appointment to the Special Promotion Post Scale-II, subject to the condition laid down as above.

Special Adhoc Promotion Post Scale II (24 years)	(vi)	(a) In case, the Service Rules do not provide for promotion at second level, the employee on completion of 24 years of service shall be placed in the scale of pay, next above the scale applicable to the Special Promotion Post Scale I-A. This Scale shall be called Special Adhoc Promotion Post Scale II. (b) In case, an employee holding a post for which there is no promotion post under relevant service rules, he shall be placed on completion of 24 years in the scale of pay next above the scale applicable to the SAPP-I A. This Scale shall be called Special Adhoc Promotion Post Scale II.
Fixation of Pay on appointment to Automatic Advancement Scheme	(vii)	(a) The pay fixation on appointment to Special Grade / Special Promotion Post Scale-I-A/ Spl. Promotion Post Scale-II/Special Adhoc Promotion Post I-A and Special Adhoc Promotion Post II shall be under FR 22 (a) (i) read with F.R.31 (2). (b) One increment shall be allowed in the existing scale on appointment to Special Promotion Post Scale I-B/ Special Adhoc Promotion Post Scale I-B.
Fixation of pay on promotion from Automatic Advancement Scheme Posts	(viii)	(a) In case of Promotion from the Special Grade and Special Promotion Post I A & I B, the pay shall be fixed under FR22-B(b) In case of promotions from Special Promotion Post Scale II, the pay shall be fixed under FR 22 (a) (i) read with FR 31 (2).

2. The employees after availing the benefit of SPP II are not eligible for the Automatic Advancement Scheme on their further promotions.
3. The service that is to be reckoned for the purpose of appointment to Automatic Advancement Scheme is as spelt out in Govt. Cir. Memo. No. 038035/199/PC.II /2008, Fin.(PC.I) dept., dt.19.09.2009
4. All the conditions laid down, clarificatory orders and instructions issued from time to time so far as they are in consonance with these orders shall continue to be in force.
5. The arrears of pay fixations under this new scheme from 01.02.2010 to 31.05.2011 shall be credited to the respective General Provident Fund

Account of the employees concerned. In respect of those employees who do not have General Provident Fund Account and governed by the Contributory Pension Scheme, the arrears for the period from 01.02.2010 to 31.05.2011 shall be credited to Compulsory Savings Fund, under the following Head of Account - 1. Small Savings, Provident Funds etc., (b) Provident Funds, 8009 - State Provident Funds, 01-Civil, M.H.101-General Provident Funds, SH(03) 'Compulsory Savings Scheme' under "Public Accounts".

6. The Special Grade Scales in the Revised Pay Scales, 2010 are as indicated in Annexure-I. Automatic Advancement Scheme benefits for the categories of Last Grade Posts, Record Assistants, Roneo Operators, Drivers are indicated in the Annexure II.

7. Any pay fixations contrary to the above Rules are liable for revision of pay and the excess amount paid thereon shall be recovered from the salaries of the employees concerned without any notice.

Compassionate Appointments

G.O.Ms.No.687 GAD, (Ser-A), dt. 3-10-1977, of Govt of AP

8- A. Compassionate appointments are given to the Spouse/Children/Younger un-married brother of deceased Government servant with a view to provide permanent relief to the deserving bereaved members of the family of the deceased Government servant, if there are no other earning member in the family and the application for appointment from such persons is given within one year of death and that the applicant attaining majority within a period of two years of the death of Government servant. Such appointments are to start with temporary in nature and are without subjecting them to the normal process of recruitment provided in the relevant recruitment rules. Normally such appointments are given and regularized in the category of post where pay is equal to or less than that of a Jr Asst. e.g. Jr.Asst./Typist, Attenders etc. Similar benefit of compassionate appointment is not available to the dependents of government employees who have retired on medical invalidation after 12th October 2001.

G.O.Ms. No.202 & 203 GA (Ser-A) Dept, dt.27-4-2002, of Govt of AP

G.O.Ms.No.320, Home (Pol-D) Dept., dt. 21-5-1981, of Govt of AP

B. The Government has exempted from the employment exchange rules the candidates who are/were members of Police Boys Hostel in the State so as to rehabilitate the families of the deceased police personnel.

C. Not more than one dependent of the deceased Government servant/ medical board and Govt. Employee should be given appointment to a Govt. post on compassionate grounds.

Voluntary Retirement

86- 1. Police Officers who are recruited as Constables in APSP, Reserve Police and Civil Police are entitled to avail voluntary retirement on completion of 15 years of qualifying service with all the consequential benefits to which a Government employee exercising the option of voluntary retirement at the end of 20 years of qualifying service is entitled in terms of the Pension Rules.

2. The position held at the end of 15 years service is no bar for exercising this option, upto the rank of Head Constable.

3. The appointing authority has the option to refuse the request for voluntary retirement in the circumstances under which retirement is not permissible under normal rules.

Appointment of Specialists by deputation

87-1. The specialists in the fields of engineering, audit and accounts, banking, customs and excise, psychologists, computer experts, scientific personnel and other fields who may be required for associating with investigations or technical duties connected with functioning of police may be appointed by deputation in the Gazetted ranks of the Police Department. These appointments by deputation should be limited to the Organizations like the CID, Training Institutions, Forensic Science Laboratory, Police Transport and Communication Organizations, and Security Wing of the Department. The posts required for the purpose may be obtained either by conversion or by sanction of the new posts whichever is feasible.

Appointment by Conversion and Transfer

2. The rules and procedure for transfer from one wing of the police to the other and the quotas prescribed are contained in the Annexures. The Director General of Police has the authority for conversion of posts to accommodate the technical needs of the department particularly in the field of scientific investigation and computerization. Conversion of technical posts to executive posts and from executive to technical posts is permissible and provided for in the said rules. All those who are appointed by transfer or by conversion are required to undergo the prescribed training courses intended for such posts

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

RULES – PUBLIC SERVICES- Special rules for the A.P Police (Armed Reserve) Service - Rules - Issued.

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HOME (POLICE-E) DEPARTMENT

G.O.Ms.No.118 Date: 16th June 1997.

Read the following :-

1. G.O.Rt.No.4433, General Administration Department, dt.4-12-1986.
2. From the One Man Commission (SPF-Services) D.O.Lr.No.374/OMC (SPF-Ser.III)89-1, dated.5-1-1990.
3. From the One Man Commission (SPF-Services) D.O.Lr.No.374/OMC (SPF-Ser)/89-4, dt:27-4-1991.
4. From the Secretary, A.P. Public Service Commission, Lr.No.408/RR/3/93, dt:26-5-1997.

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O R D E R :

The Government have appointed the one Man Commission to take up the comprehensive examination, revision and updating of the Service Rules for the various posts under the State Government. Accordingly the One Man Commission took up the examination of the rules governing Commission took up the examination of the rules governing the Gazetted posts in the Andhra Pradesh Police (ARMED RESERVE) of the Police Department among others. The One Man Commission after detailed discussion with all the concerned prepared draft rules governing the gazetted posts in the Andhra Pradesh Police (ARMED RESERVE) and forwarded to Government for its approval and issue of the rules.

2. The Government have carefully examined the draft rules prepared by the One Man Commission for Andhra Pradesh Police (ARMED RESERVE) Service and approve the same and may accordingly issue the Special Rules for the Andhra Pradesh Police (Armed Reserve) Service as in the notification below :

3. The following notification will be published in Andhra Pradesh Gazette :-

N O T I F I C A T I O N

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other provisions here-unto enabling and in supersession of the rules issued in G.O.Ms.No.2437, Home Department, dated:8-11-1966 and G.O.Ms.No.322, Home Department, dated :8-3-1968 the Governor of Andhra Pradesh hereby makes the following special Rules for the Andhra Pradesh Police (Armed Reserve) Services:-

R U L E S

1. Short Title : - These rules may be called the Andhra Pradesh Police (Armed Reserve) Service Rules

2. Constitution : The Service shall consist of the following categories of posts in the Andhra Pradesh Police (Armed Reserve) Service Rules :-

Category (1)	Commandant (ARMED RESERVE) including Commandant, Home Guards and Principal Police Training College.
Category (2)	Deputy Superintendent of Police (Armed Reserve) including Assistant Commandant (City Armed Reserve), Assistant Commissioner of Police, Headquarters (City Armed Reserve) (Assistant Commandant, SAR CPL), Vice Principal, P.T.C, Anantapur, Deputy Superintendent of Police (Home Guards), Assistant Inspector of Arms, Deputy Superintendent of Police (Armed Reserve) (Intelligence Security Wing), Deputy Superintendent of Police (Armed Reserve), Chief Office Stores.
Category (3)	Reserve Inspector (Armed Reserve) including Store Keeper and Chief Drill Instructor.

3. Method of appointment :

Subject to the other provisions in these rules, the method of appointment for the several categories shall be follows :-

Category	Method of appointment
1. Commandant	By promotion of Deputy Superintendent of Police (Armed Reserve)
2. Deputy Superintendent of Police (Armed Reserve).	By promotion of Reserve Inspector (Armed Reserve)
3. Reserve Inspector (Armed Reserve)	By appointment by transfer of Reserve Sub-Inspector (Armed Reserve)

4. Minimum Service : -

No person shall be eligible for appointment to the various posts in this service unless he has put in service as indicated below in the feeder category concerned.

Promotion the Category of	Feeder Category i.e, promotion from the Category of	Minimum Service.
(1)	(2)	(3)
i. Commandant (Armed Reserve)	Deputy Superintendent of Police (Armed Reserve)	5 years
ii. Deputy Superintendent of Police (Armed Reserve)	Reserve Inspector (Armed Reserve)	6 years
iii. Reserve Inspector (Armed Reserve)	Reserve Sub-Inspector (Armed Reserve)	6 years

5. Probation :-

(1) Every Person appointed by promotion of transfer to any of the categories in this service shall be on probation for a total period of one year on duty within a continuous period of two years, from the date on which he commences probation.

(2) A Probationer in all categories in this service shall be eligible to count, for purpose of his probation, the duty rendered by him in any post, the duties and responsibilities of which are declared by a general or special order of the Government, to be equivalent to those attached to the posts in the respective categories.

6. Unit of appointment :-

For purposes of recruitment, appointment, discharge for want of vacancy, re-appointment, seniority, promotion, transfer and posting and appointment as full member to the post specified in column (2) of the Table below, the unit of appointment shall be as specified in column (3) thereof.

T A B L E

Category	Post	Unit of appointment.
(1)	(2)	(3)

(3)	Reserve Inspector (Armed Reserve)	Unit-I: Comprising Srikakulam, Vizianagaram, Visakhapatnam (Urban), Visakhapatnam (Rural), East Godavari, West Godavari, Krishna, Vijayawada (Urban), Guntur, Prakasham and Nellore Districts. Unit-II: Comprising Chittoor, Cuddapah, Anantapur, Kurnool, Adilabad, Karimnagar, Warangal, Khammam, Hyderabad, Nizamabad, Mahabubnagar, Medak, Nalgonda and Ranga Reddy Districts. Unit-III: Hyderabad City. Unit-IV: Special Armed Reserve.

7. Transfers and Postings :-

(1) A member of the service shall be liable to serve in any part of the State of Andhra Pradesh or when so ordered by the State Government in any part of India outside the said state.

Provided that nothing contained in this sub-rule shall affect the operation of the provisions of Chapter-XII in Part-VII of the Fundamental rules in regard to transfer of Officers on foreign services.

Provided further that no such member shall be posted or transferred to any post unless he posses such special qualification and has passed such special tests as may be prescribed for such posts in these rules.

(2) The transfers and posting in the case of Commandant (Armed Reserve) shall be made by the Government and in the case of Deputy Superintendent of Police (Armed Reserve) and Reserve Inspector (Armed Reserve) the transfers and posting shall be made by the Director General and Inspector General of Police. The Reserve Inspector (Armed Reserve) shall be transferrable within each of the Units specified in rules subject to sub-rule (1) of this rule.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.RAGHOTAMA RAO
PRINICIPAL SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

RULES – PUBLIC SERVICES- Special rules for the A.P Police (Special Police) Service - Rules - Issued.

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HOME (POLICE-E) DEPARTMENT

G.O.Ms.No.140 Date : 2nd July 1997.

Read the following :-

1. G.O.Rt.No.4433, General Administration Department, dt.4-12-1986.
2. From the One Man Commission (SPF-Services)
   D.O.Lr.No.346/OMC (SPF-Ser.II) 89, dated.30-10-1989.
3. From the Director General and Inspector General of Police, Hyd.
   Lr.Rc.No.1242/G3/88, dt:24-7-1990 addressed to the OMC and copy marked to this Dept.
4. From the OMC (SPF-Ser), Lr.No.346/OMC/SPF-Ser/89-6, dt:26-11-1990.
5. G.O.No.2437, Home (Personnel-B) Dept, Dt.8-11-66.
6. G.O.No.747, Home (Pol.E) Dept, Dt.31-12-81.

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O R D E R :

The Government have appointed the one Man Commission to take up the comprehensive examination, revision and updating of the Service Rules for the various posts under the State Government. Accordingly the One Man Commission took up the examination of the rules governing Commission took up the examination of the rules governing the gazetted posts in the Andhra Pradesh Police (Special Police Battalions) of the Police Department among others. The One Man Commission after detailed discussion with all the concerned, prepared draft rules governing the gazetted posts in the Andhra Pradesh Police (Special Police Battalions) and forwarded to Government for its approval and issue of the rules.

2. The Government have carefully examined the draft rules prepared by the One Man Commission for Andhra Pradesh Police (Special Police Battalions) Service

and approve the same and may accordingly issue the Special Rules for the Andhra Pradesh Police (Special Police Battalions) Service as in the notification below:

3. The following notification will be published in Andhra Pradesh Gazette:-

N O T I F I C A T I O N

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other provisions here-unto enabling and in supersession of the rules issued in G.O.Ms.No.5 and 6 read above, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Police (Special Police Battalions) Service Rules:-

R U L E S

1. Short Title : - These rules may be called the Andhra Pradesh Police (Special Police Battalions) Service Rules.

2. Constitution: The Service shall consist of the following categories of posts in the Andhra Pradesh Police (Special Police Battalions) Service :-

Category (1) Deputy Inspector General of Police (Non-Cadre) Andhra Pradesh Special Police Battalions.

Category (2) Additional Commandant/Commandant, Andhra Pradesh Special Police Battalions.

Category (3) Assistant Commandant, Andhra Pradesh Special Police Battalions.

Category (4) Reserve Inspector of Police, Andhra Pradesh Special Police Battalions.

3. Method of appointment :

Subject to the other provisions in these rules, the method of appointment for the several categories shall be follows :-

Category	Method of appointment
1. Deputy Inspector General of Police.	By promotion of Additional Commandant/ Commandant.
2. Additional Commandant/ Commandant	By promotion of Assistant Commandant.
3. Assistant Commandant.	(i) By promotion of Reserve Inspector of Police APSP to the extent of 2/3 of vacancies. (ii) By appointment of Dy. Supdts of Police, Cat-2 of APPS (Direct Recruitment of Cat-

	2) on deputation/tenure basis for a period of 3 years to the extent of 1/3rd of the posts.
4. Reserve Inspector of Police APSP	By appointment by transfer of Reserve Sub-Inspector of Police, APSP in the AP Police (Special Police Battalions) Subordinate Service.

NOTE: Vacancies in the category of Commandant, APSP shall be filled by posting the senior most persons in the category of Additional Commandant from a combined seniority of Additional Commandant from a combined seniority list of Additional Commandant/Commandant.

4. Minimum Service :-

No person shall be eligible for appointment by transfer for promotion unless he has put in not less than three years of service in the category from which promotion or transfer is made.

Provided that for promotion of Reserve Inspector of Police as Assistant Commandant the minimum service for eligibility shall be six years and for promotion of an Assistant Commandant as Additional Commandant/ Commandant the minimum service shall be five years.

5. Probation :

Every person appointed by promotion or transfer to any of the categories in this service shall from the date on which he commences probation, he on probation for a total period of one year on duty within a continuous period of two years.

6. Transfers and Postings :

A member of the service shall be liable to serve in any part of the state of Andhra Pradesh or when so ordered by the State Government in any part of India, outside the state.

Provided that nothing contained in this rule shall effect the operation of the provisions of Chapter-II in Part-VII of the Fundamental Rules in regard to transfer of officers on foreign services.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.S.RAVI
PRINICIPAL SECRETARY TO GOVERNMENT

CHAPTER - 5

Powers and Duties of Junior Officers

Duties of Police Officers - General

88. Every Police Officer is presumed to be always on duty and have the powers of a Police Officer in every part of the State. The duties in detail of each branch are provided in the relevant chapters.

However, the following duties in general, are mandated:

1. Safety and Security of the public is utmost concern of the Police Department. The Police Station being a public facility, the Police men are expected to be most accessible, interactive, dynamic and friendly.
2. The Police organization has to uphold and enforce the law impartially, and to protect life, liberty, property, human rights and dignity of the members of the public.
3. The Police is mandated to preserve public order, protect internal security, to prevent crime and control terrorist activities, breaches of communal harmony, militant activities and other situations affecting internal security.
4. The Police are also mandated to protect public properties including roads, railways, bridges, vital installations and establishments etc., against acts of vandalism, violence, or any kind of attack.
5. The Police have to implement plans to prevent crimes and reduce the opportunities for the commission of crimes through result-oriented preventive action.
6. The Police are law-bound to register all cognizable offences coming to their notice and take up investigation, apprehend offenders and extend requisite assistance in the prosecution of offenders.
7. The Police have to render all possible help to people in situations arising out of natural calamities or man-made disasters and to provide active assistance to other agencies in relief and rehabilitation measures.
8. The Police have to provide help to an individual who is in danger of physical harm to his person or property.
9. The Police have to collect Intelligence relating to matters affecting public peace and all kinds of crimes including social offences, communalism, extremism, terrorism and other matters relating to national security and disseminate the same to all concerned agencies, besides taking action.

10. The Police on finding unclaimed property take charge for their safe custody u/s 102 Cr.PC and dispose as per procedure prescribed.

11. The Police officers have to train, motivate and ensure welfare of Police personnel and categorize sub ordinates 'physical fitness' in accordance with C.O. circular Rc No. 64/Trg-2/2016, dt. 2-2-2016 where A.(fully fit) B. (moderately fit) C. (unfit) and inform the SP/CP for remedial action in case of 'B' and 'C'.

12. All the Police officers have to behave with the members of public with due courtesy and decorum, particularly so, in dealing with senior citizens, women & children and other weaker sections. Ensure right of way to Ambulance to save life of individuals.

13. Aid and cooperate with other agencies for the prevention of all offences and all wanton destruction of public property by violence, fire and accidents;

14. Prevent such conduct in public places as would prove to be dangerous for the persons indulging in such acts like overloading of boats during river crossing or spirited youngsters driving dangerously and recklessly;

15. Guide and assist members of the public particularly the poor and indigent, disabled or physically weak and children who are either lost or find themselves helpless on the streets or other public places;

16. Take charge of intoxicated persons and lunatics at large who in their ignorance may cause harm to themselves or other members of the public and their property;

17. Assist in preventing the poor and indigent persons from exploitation by any organized group;

18. Prevent harassment of women and children in public places;

19. Refrain from needless inconvenience to the members of the public in the discharge of his duties;

20. While taking a person into custody to ensure that he is not denied his rights and privileges and in particular ensuring that an arrested person in custody is able to inform a person of his choice the fact of his detention.

21. Arrange for legally permissible sustenance and shelter to every person in custody and making known to poor persons in custody, provisions of legal aid schemes being enforced in the State and also inform the authority concerned to provide such aid.

22. Provide every kind of assistance to victims of road accidents and in particular ensuring that they are given prompt medical aid without waiting for formalities;

23. Assist accident victims or their heirs or their dependents where applicable, with such information and documents as would facilitate their compensation claims and making the victims of road accidents aware of their rights and privileges;

24. Show by personal conduct that it is in the general interest of the society to abide by the law in operation.

25. To apprehend all persons whom he/she is legally authorized to apprehend, and for whose apprehension sufficient grounds exists.

26. It shall also be lawful for every Police Officer, without a warrant to enter and inspect, any drinking-shop, gaming house or other place of resort of loose and disorderly characters.

27. Perform such other duties as may be enjoined on them by law for the time being in force.

89 Duties of Inspectors of Police

a) The Supdt of Police/CP concerned will post one data entry operator, one e-COPS PC for the office functioning of CIs (Circle Inspector of Police)

b) To personally investigate all grave cases as per PSO 52-6 and assist SDPO/ DSRP / DSP/ ASP/ ACP in the investigation of Dowry death, SC/ST (POA) Act, Sec.5 r/w 6 POCSO Act/custodial death of neighbouring sub division / death in exchange of fire and in other cases to be investigated by SDPOs personally communicated from time to time by the DGP Office.

c) Supervision of police work of his circle in all its branches and providing guidance to the SHOs and staff.

d) The main duties of Inspector of Police are investigation of important cases in his circle, to maintain discipline among his subordinates, and to keep the Superintendent of Police and the Sub Divisional Police Officer informed of the state of Circle from the Police point of view from time to time.

Inspections of Police Stations by Inspector of Police

90-1. The Inspector must thoroughly inspect each PS of his Circle once in a year, constantly and systematically tour throughout his Circle, making enquiries about bad characters, KDs, DCs, Rowdies, communal elements, surrendered extremists, the state of crime, community policing and general efficiency of police work

2. Visit each of his Police Stations once in a month, check the current work of the Station, give necessary instructions, pointing out errors, ensuring corrections on the spot, entering the same in the visiting note book, sending a copy to the S.D.P.O. He shall enter in the visiting book the details of cases in which instructions are issued relating to delay in investigation, finalization and trials. He should share criminal/ extremist/communal intelligence during such visits and discuss preventive policing aspects and take action to bind over trouble mongers.

3. He shall discuss with the Sub Inspectors, the cases under investigation, provide clues for detection and advise him, ensure progress of the cases and guide him in finalizing the cases without un-necessary delay.

4. He should also supervise the prosecutions of grave/Specially grave cases, take measures for quick disposal, and see that the witnesses are produced in courts regularly and co-ordinate the police with prosecutors and enlist their cooperation in the successful adjudication of cases.

   Note : As per G.O. Ms. No. 125 LAW (LA&J - Home - Courts A2) Department, dt: 24.09.2013 of Govt. of AP, Dy. Directors of prosecution are legal advisors to SsP/CsP.

5. During his visits to the Police Stations, he shall ensure data entry in all 7 IIF (Integrated Investigation Forms), scrutinise the Station Crime History part-I, and see whether all cases have been entered correctly and the register is maintained properly. He should peruse the K.D/D.C check register and duty roster to see whether beats are properly served and meaningfully organized and checked. He should also check beats himself and visit as many villages as possible and see that he visits all villages once in 6 months. The village visiting by the inspector should be result oriented and shall be noted in the village roster maintained by him. To check the current work of the stations and cultivate personal touch with his staff.

6. The Inspector must inspect once in a half-year, the books, shops, premises and stocks of all licensed manufactures and vendors of arms, ammunition and military stores. He shall also inspect once in a quarter all places where petroleum is stored in **accordance with Rule 198 A of Petroleum Rules of 1976**. He shall also inspect all licensed revolvers/pistols at the licensee's residence in the first quarter of each year. He should opine whether the licensee is in need of the weapon or otherwise. Any nuisance or misuse should be promptly brought to the notice of SP for cancellation.

Duties of Inspector of Poice in regard to crime

91- a. The Inspector shall assume charge of investigation in all grave crimes as in order 52-7 and be responsible from the initial stages till the finalisation and prosecution of the case.

b. He shall personally investigate any other important cases, if the SDPO or Superintendent of Police orders him to do so. He shall write the case diaries with CD annexure in all cases that are investigated by him. He shall avoid typing of statements of Witnesses u/s 161 CrPC.

c. On the occurrence of a crime of any importance, the Inspector should proceed to the spot without delay, form teams, if necessary, supervise and guide the investigation and take charge of the direction and co-ordination of all work.

d. Where the Inspector takes up the investigation, he shall continue till it takes a definite shape and clearly write down future plan of action (P.O.A) in the case diary. If, however, he has to leave the investigation due to some unavoidable circumstances, reasons to be recorded in writing, he must come back as soon as possible and continue the investigation till the case takes a definite shape. In case he has to leave a case during investigation, he should record in his case diary the opinion he has formed of the case so far, as well as detailed instructions regarding the line of further action/plan of action (POA)

e. Whenever, the Inspector is present at the investigation made by one of his Subordinates, he shall countersign the case diary certifying its correctness. This does not, however, absolve the Sub-Inspector of his primary responsibility of investigation of the case properly.

f. In case of an organized crime like exclusive links of human trafficking from the source to the destination or transport of narcotics and psychotropic substances from Visakhapatnam agency or elsewhere down to South India, multi-level marketing deceitfully inducing people into the layers, red-sander smuggling etc, the Inspector of Police has to form special teams, work out clues from Source to Destination, bring every offender to book. He should consult his SDPO/ACP/DSRP and SsP/DCsP/CP concerned when inter-state networks are to be unearthed.

g. The monthly and annual crime review and Part-I crime review is duly drafted by him.

h. **VIP Security**: To follow all the Rules and Regulations pertaining to VIP Security. District Special Branch to be informed from time to time. He should take seriously instructions from State Intelligence Department / Security Wing.

i. **Community Policing**: He should supervise the formation of community contact Committees at the Police Station level and ensure that bad elements /convicts/ person involved in serious offences are not taken into the community contact committees. He should interact with them and other voluntary organizations for prevention and detection of offences when he visits to Police Stations.

j. **Court trial monitoring** : Trial of all grave and specially grave cases shall be monitored. He should interact with the victims and witnesses and also with PPs/ Addl. PPs / APPs. He should attend the meeting with the courts regarding service of summons and execution of warrants. He should short list the cases for Lok- adalath and keep liaison with Secretary, District legal Service Authority (DLSA).

k. **Liaison with various Departments and NGOs**: Liaison with Forest/ Excise/Revenue/Women and Child Welfare Department / Prosecution Department for effective coordination.

l. **Dial '100' Response:** He should duly respond to all the calls received under 'Dial 100' and other calls made by persons in distress and ensure making GD entries in Police stations under his control.

m. **Special Police Officer under ITP Act (Immoral Traffic Prevention Act 1956/86):** As per G.O. Rt No. 475 Home (Pol-D) Dept., dt: 16.08.1991, Govt of AP, ACP/Inspector of Police is the Special Police Officer u/s 13 of Immoral Traffic (Prevention) Act, 1956 (ITP Act) who should authorize in writing, the SIs of police for conducting rescues / raids.

n. **POCSO Act Cases:** As he is the Investigation Officer (I.O) u/s 3 r/w 4 of POCSO Act 2012, he shall ensure child-centric approach and provide victim support and conduct speedy investigation with in three (3) months as per 173(1-A) Cr.PC and ensure medical examination of the victim u/s 164 A Cr. P C within 24 hrs. of registration of the case (Sec.27 POCSO Act) and ensure speedy trial u/s 309(1) Cr. PC . He should ensure to provide immediate grant of Rs.50,000 by the Project Director of ICDS in case of penetrative sexual assault and Rs.1 lakh for victims of aggravated sexual assault u/s 5 and 6 of POCSO Act 2012 as per G.O.Ms.No.28 of 2011 of WCD Department of Govt. of AP and GO. Ms. No. 43 of Home (Legal) Dept. of 2015.

o. **Offering remarks on representation for procession/ dharnas /gun license:** He should offer critical opinion on dharnas / procession and gun licenses applications and interact with applicants professionally.

p. **Naka bandi u/s 149 Cr. PC:** He should supervise Naka bandies, frisking, Cordon and Search organized in his circle. He should form special teams in his circle to locate / apprehend the wanted criminals, conduct cordon and search of criminal / extremist hideouts.

q. **Prevention and legal action in cases of disfigurement and obscene posters:** The Inspector of Police should implement "The AP Prevention of Disfigurement of Open Places and Prohibition of Obscene and Objectionable Posters and Advertisements Act 1997" and take action (i) for disfigurement of places by objectionable advertisements (u/s 3 of Act 1997) and (ii) for unauthorized disfigurement by advertisements (u/s 4 of Act 1997) as both the offences are cognizable (u/s 15 of Act 1997). Charge sheets should be filed by Inspector of Police and not by SI of Police. However, SI of Police has power to remove, erase, pull down and destroy objectionable advertisements. In case of 'Obscene posters' charge sheet can be filed u/s 10 of the said Act.

r. **Supreme Court bans Shrines, Statues on public roads : Pro-active action by Police.**

The Supreme Court of India in January, 2013 directed the State Governments not to grant permission to install any Statue or erect any Structure on public roads, pavements and sideways and other public utility places and directed municipal and Government bodies to prevent unauthorized constructions being carried out under the garb of religious structures. The Supreme Court said "*public road is not any one's property. Each citizen has a right to use the road and that right cannot be interfered with or impeded by constructing a temple, mosque, church or gurudwara or by installing the Statue of a public figure."*

Breach of peace

92- 1 If a serious breach of the peace is anticipated, the Inspector shall promptly proceed to the locality and take measures to prevent it. In the absence of any senior officer, he shall take command of the police engaged in suppressing any riot taking place in his presence. He should take the help of community contact Committees in this regard and carry mobile Public Address System / Vehicle fitted PA System / Use non-lethal dispersal techniques.

2. The Inspector should be present on the occasion of large festivals and public assemblies and supervise the police arrangements. He must foresee and rehearse various situations that are likely to arise during such occasions.

3. He should plan, co-ordinate and organize anti-terrorist, anti-left wing extremist operations by collecting useful information about terrorists/ extremists and their hideouts, shelters, financiers, modules etc.

4. Physical fitness of the police personnel :

The Inspector of Police or CI of Police shall conduct physical fitness test as per Chief Office circular memo in Rc. No. 64/Trg-2/2016 dt. 2-2-2016 (Ref. : PSO 744-18 Vol-I Part-2B of APPM)

5. Monthly written test : Inspector of Police to ensure that all SHOs shall conduct monthly test of PCs / HCs / ASIs as per Chief Office circular memo in Rc. No. 4037/C-3/2012 dt. 7-9-2012 and give a feed back to police personnel for improving knowledge and skills.

Diary - Weekly and special reports etc.

93- 1 At the close of the week, the Inspector shall submit a weekly diary in Form No.10. He should enter in it the work done by him and any other matter of departmental interest. When the Inspector leaves his headquarters, his halting places and the villages visited, the distance travelled and the manner of performing journy should be given. The weekly diary should be dispatched on Monday containing the details up to previous Saturday night. If anything of importance has occurred on Sunday or in a journey undertaken by him on Sunday, the same also will be incorporated in the diary.

2. Besides the weekly diaries, the Inspector must also send special and immediate reports on any important or urgent matters, which occur, in his circle.

3. He shall also send a **monthly report** in Form 11 with all details.

4. The Inspector shall forward to his immediate superior case diaries in cases investigated by him. He shall send a copy of the case diary to the station where the crime is registered and retain one copy with himself.

FORM - 10 Order No.93-1

WEEKLY DIARY OF INSPECTOR OF POLICE

(including Inspector of Police as Station House Officer)

Weekly diary of Sri ……..… Inspector of Police ……. Circle, / PS…….....…… for the week ending Saturday ……..

…….....……

DAY : ..... Place of Night Halt Details of work.
Date : ..... Mileage and mode of Travel,
Times of Arrival and Departure.

Details of work means :-

1. Investigation of cases including Cr. No. Section of law, date of offence, work done.
2. Law and Order duty
3. Crime Duty
4. Inspection / visit of Police Station with name and date.
5. Petition enquiry
6. Village visit
7. Cordon and search operation
8. Nakabandi
9. Meeting with community contact committee
10. Visit of superior officer to a village / Town/ Police Station / Circle
11. Any other

FORM 11 **See order No. 93-3**

MONTHLY REPORT OF CIRCLE INSPECTOR OF POLICE/INSPECTOR OF POLICE (SHO)

Monthly report of Sri..... Inspector of Police (SHO)/Circle Inspector of Police..... PS/ Circle/ Sub-Division/Division/ Zone..... ..... District for the month of.....20.....

PART - I
GENERAL REVIEW FOR THE MONTH OF.....

(This review should cover the items mentioned in Police Standing Order No.93-3 by 5th of succeeding month).

1. Law & Order	
(A) Extremist / terrorist activities ;	
(B) Agitations/Dharnas (Political, Agrarian, students, Industrial etc)	
(C) Serious Riotings /Kidnapping ;	
(D) Preventive detention / Externment proposals sent.	
(E) Other preventive works like 107 to 110 Cr.PC etc.	
(F) Rowdy sheets proposed against bodily offenders	
2. Crime	
(A) Comparative statement of monthly crime with previous month and same month of the previous year (Enclose separate page following form 183)	
(B) Reasons for fluctuations.	
(C) Movement of Dacoity / robbery / HB /attention diversion/Pseudo-Police/Chain snatching etc gangs and preventive measures taken.(details to be mentioned)	
(D) Organized crime reported.(Narcotics, Human Trafficking, FICN, Terrorist Crime etc.)	
(E) Restoration of Recovered Property to owners u/s 451, 452, CrPC. through court.	
(F) Specific of Criminal Intelligence sharing with neighbouring CIs/SDPOs.	

(G) Medical reports received, with Cr.No & PSs	
(H) Attachment of properties in Economic Offences	
(I) Action taken under Special and Local laws.	
(J) Status of entry of 71.I.Fs in Intranet.	
(K) whether Jail Release list is scrutinized and Surveillance mounted on repeat offenders.	
(L) No. of lost/recovered motor vehicles identified / traced / Restored to owners.	
(M) No. of cases of unidentified dead bodies registered / Identified / Yet to be identified.	
(N) History/Suspect sheets proposed against property offenders.	
(O) No. of cases where FSL reports are received.	
(P) No. of cases FSL reports are yet to be received	
(3) Traffic and Highways :	
(A) Programme taken up under 3 Es (Engineering , Enforcement and Education). CCTV cameras installation and monitoring. e-Challan documentation of fines imposed.	
(B) Liaison with other Departments. (Letters written to them u/s 149 Cr.PC)	
(C) Special drives conducted / Removal of Encroachments	
(D) Providing documents to Motor Accidents Claims Tribunal (MACT) in accidents cases.	
(E) Submission of Form. 49 (Road Accident Report Form) to the DCRB / CCRB and DTRB/CTRB.	

(4) (a) State of Training (Human Resource Development) of the various Wings:

Sl. No.	Venue	Name of the topic	Dates		Rank and No. of police personnel attended	Out come
			From	To		

(4) (b)Steps to improve / quality of man power. (Please quote any indisciplined activity of Subordinate officers). Action taken under A.P Civil Services(CCA) Rules, 1991.	

(5) Trial and Prosecution:	
(a) Investigation of grave, specially grave PT cases/Court attendance, if any with date.	
(b) Execution of NBWs/ PT warrants (267 Cr PC).	
(c) Section 82/83 Cr PC proceedings taken up in case of absconding warrantees. (Names of such accused)	
(d) Issuance of LOC/RCN against absconding accused.(Names of such accused with Cr.Nos / Section of law / PS.	
(e) Meeting with Prosecuting officers and Legal Advisors in finalizing charge sheets.	
(F) Short-listing Lok Adalat cases. (Compoundable cases)	
(6) Protection of Women & Children and Victim Compensation : (G.O.Ms.No.43, Home Dept,dt.15-4-2015 of Govt of AP)	
(a) Investigation of POCSO Act cases with Cr.Nos. & PS.	
(b) Action taken under crime against women and children. Interaction with concerned officials for payment of compensation.	
(c) Missing persons cases reviewed with date.	
(d) Anti-Human trafficking work : Raids/Rescues conducted. Traffickers arrested /victims rescued. Payment of interim relief to victims through PD ICDS.	
(e) Interaction with NGOs for safe custody	
7) Anti- ragging measures:	
No.of colleges/Universities where meetings were held.	
Names of colleges/Universities who have not complied with the instructions	
Action taken.	
8) Protection of SC/ST, Weaker Sections	
No of SC/ST (POA) Act cases registered	
No of SC/ST (POA) Act cases charged	
No of SC/ST (POA) Act cases referred as False/M.L/M.F etc	
No. of PCR Act cases registered	
No.of PCR Act cases charged.	

(9) Welfare of Policemen:	
(a) Any Police men injured in action	
i) whether care is taken for treatment.	
ii) any compensation paid.	
(b) Total No. deceased police personnel	
i) Ex-gratia amount paid to the families of deceased police personnel	
ii) Employment secured to the families of deceased police personnel.	
iii) House sites allotted to the widows of deceased police personnel.	
iv) Medical camps conducted, attendance and the result thereof	
(10) Community Policing Meetings	
I) No. of community policing meetings conducted with names of PS and dates.	
ii) New initiatives taken in community policing.	

PART – II
I - ITINERATION

Date	Hour of		Place		Distance	Purpose	Remarks (Note the conveyance used. If own Car is used note "My own Car").
	Departure	Arrival	From	To			

II - INSPECTION OF POLICE STATIONS AND OUT POSTS.

Total number			No. of stations inspected up to the end of the month previous to the one under review	No. of stations inspected during the months under review	
Stations : Outposts :					
Name of the Station, Circle or Sub-Division	Date and hour of		Villages visited	Date of Submission of inspection report	Remarks, (In the case of break of inspection give reason)
	Arrival	Departure			

III - VISITS TO STATIONS (Other than inspections)
Not applicable to Inspector SHOs

Name of station	Date and hour		Purpose	Date of submission of visiting notes	Remarks
	Arrival of visit	Departure of visit			

IV Dates of :

(1) Parade attendance.
(2) Orderly room.
(3) Kit inspection.
(4) Inspection of Police lines and buildings.

V. SECURITY CASES REVIEW:

Classification	Sec.107 Cr.PC		Sec.108 Cr.PC		Sec.109 Cr.PC		Sec.110 Cr.PC	
	Put up	B. Over	Put up	B. Over	Put up	B. Over	Put up	B. Over
Locals								
Non locals								

VI - GRAVE CRIMES
(Give a list of grave crime reported and investigated during the month).

Station & Crime No.	Date and hour of			Arrests made/ Names of persons absconding	Brief facts of the case.	If not investigated personally reasons therefor	Plan of action
	Receipt of F.I.R	Arrival for personal investigation	Departure after investigation				

VII- ORAL ENQUIRIES
(give a list of all disciplinary cases pending oral enquiries).

Name and number	Date of				State at which enquiry stands	Reasons for delay, if any	Remarks
	Delinq--uency	Discovery of Delinquency	Charge Explanation	Commence-ment of Oral enquiry			

VIII. LIST OF DANGEROUS, DESPERATE ACCUSED WHO ARE ABSCONDING

Name of the accused	Cr.Nos/Sec./ PSs(Mention all cases in which he/she is involved	Whether arrested or not	Whether case is charged or not	Whether suspect sheet is opened or not	If he is absconding, date since	Efforts made to apprehend

IX. STATEMENT OF FSL REPORTS PENDING WITH FSL/RECEIVED

Cr.No Sec. of law	Material objects sent to FSL vide reference.	Date of receipt of report	Date of submission to court with Charge sheet	Pending with FSL. Reminder sent with date.

X. Proforma of review of LPC Cases (grave) by the Inspector of Police

Sl. No	Cr.No. & Sec of Law, Date of FIR and name of Police station	LPC Case No. SC No. CC No/ Courts Name	LPC date if any. Pending NBWs in LPCs	Proclamation executed or not u/s 82,83 Cr.PC	Action taken on sureties by the court	Efforts made to apprehend the accused with name & address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

XI- Proforma of review of Sec 174 Cr.PC cases which are suspicious in nature

Sl. No	Cr.No. & Sec of Law, Date of FIR and name of Police station	Whether person is identified, if so name & address	Whether information sent to kith & kin of victim. If so, to whom	Place of Death (Village/Town/locality) (House, Road, Railway track, forest, sea, Tank, River, Well) Distance from main road point	Injuries on body (Ante Mortem/ Post Mortem)	Short opinion of PME	Whether FPs preserved for identification. If FPs are preserved, whether they are sent to Director, FPB for comparison (on line)	Name of the suspect in FIR/ Investigation	FSL Report /Final Opinion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

XII- Guard Checking Proforma

Sub-Jail or Sub-Treasury Guard at	Dates of Check with time	Remarks or defects found with action taken
(1)	(2)	(3)

XIII - Beat Checking Proforma

Station and nature of beat	Date and hour of Check	Place of Check	Remarks or defects found with action taken
(1)	(2)	(3)	(4)

XIV - Village Visiting Proforma

Station or Outpost	Total Number of Villages	Number visited previously in the year	Number newly visited in the month	Purpose of Visit	Names of village and hamlet where Night halt was made with date
(1)	(2)	(3)	(4)	(5)	(6)

XV - Court Attendance Proforma

Name of the Court/Place / CC No./PRC No./SC No.	Station, Crime Number and Section of Law	Date of attendance	Whether to conduct or assist prosecution or give evidence.
(1)	(2)	(3)	(4)

XVI - KDs, DCs, HOs, Ex-Convicts Checking Proforma

Station or Outpost	Name of the KD/DC/HO/ Ex-Convict with his/her Cell phone no.	Place of check	Date and Hour of Check	Remarks (Whether the KD/DC/HO is resorting to crime or eaking out livelihood by other means
(1)	(2)	(3)	(4)	(5)

XVII- Miscellaneous Work.

Attendance at meetings, such as Planning, RTA, Prohibition, Half – Yearly Meetings, Revolver Practice, VIPs Bandobust, etc.).

Crime Register of Inspector of Police

94-1. All cognizable cases under the IPC and also cases under special and local laws shall be entered in the Inspectors crime register (Form 7) to enable him to maintain a check over their investigation and disposal either by himself or station house officers. Entry shall be made in column (6) of the points, which the Inspector wishes to keep in mind concerning the case.

2. In case the Inspector does not forward the case diaries to the SDPOs as in Order No. 60-4, the Inspector will write "F" or "R" as the case may be below the date as shown below.

15/2/F:- to denote that the case diary dated 15/2 has been 'filed'

15/2/R:- to denote that the case diary dated 15/2 has been *'returned'* with remarks to the investigating officer.

3. No such register need be maintained by Inspector who is SHO of a Police Station. The case diaries of cases investigated by them shall be sent to SDPO/ACP who will maintain the necessary registers.

4. The Inspector shall transmit to his immediate superior (SDPO/ACP) case diaries received from his subordinates and others who are authorized to investigate except those in cases mentioned in Order 60-4. All case diaries and correspondence relating to each case should be maintained and held in the personal custody of investigating officer and kept in the Police Station concerned. It is a privileged document and under no circumstances can it be shown to any person other than immediate superior and as provided by law

Recording of Daily Movements and Activities in note book

95. The Inspector shall record his daily movements and activities chronologically in his notebook. When a notebook is finished it shall be filed with the circle records and retained for 3 years. He shall leave his current notebook behind when he is transferred.

Circle Information book

96. The Inspector shall take care that the circle information book (Form 12) is properly compiled and kept up to date. The objective of this book is to pass on the knowledge gained by an officer to his successor. The Inspector shall also record in the circle information book the dates of changes of circle charge.

Annual review of Crime and Notes on Crimes in the Station Crime History

97 - 1. The Inspector must himself compile the annual review of crime and investigation of each station in part-I of the station crime history. He shall send it to the SDPO for approval before end of January. After approval he will send it to the station keeping a copy in his office for his use. He

should also see that entries in part-IV of station crime history are properly made. He should enter in his circle information book a gist of the entries made in the part-IV of the station crime history of each station.

Station Inspection report

2. The Circle Inspector should record his remarks on the inspection of a station in the Inspectors visiting book (Form 13) and forward a carbon copy to his immediate superior officer with his diary.

3. The Inspector must check guards and attend drill in his head quarters Police station as frequently as possible and in other stations during his visits and inspections, conduct meetings with inspectors of border circles and also conduct prosecution in courts, permissible under rules, in simple cases and more particularly in security cases.

Inspectors to call on Collector / District Judge

4. The Circle Inspectors, if present at a place where the Collector/ District Judge is camping should make it a point to call on them.

He has to pursue requirement for land, if any, for Police Station / Quarters /Playground/ Parade Ground. He must send a detailed report of Government land required with Survey Numbers to the SP/CP concerned.

Records from Circle and Station to be sent to DPO

98- 1. Station and Circle records, which have to be retained in the District Police Office, will be sent to the District Police Office by the Inspector in the month of January every year under acknowledgement.

2. At the close of each year the Inspector will prepare and forward to the District Police Office for the orders of the Superintendent of Police a list in respect of each station, of time expired records, which need not be retained, and other useless papers for destruction. These will be destroyed by the Inspector himself on receipt of the orders from the Superintendent of Police.

3. The Inspector is responsible for the destruction of the case diary files and first information reports retained in his office and in stations. These files will be retained for five calendar years after the year in which the case is disposed off. If a case remains un-disposed or not fully disposed, case diary file should be retained for a period of 30 years.

4. Every Inspector, Reserve Inspector, Sub-Inspector, Reserve Sub-Inspector, Head Constable and Constable (Not belonging to HQs units) should report his arrival and departure to/from District Head Quarters at the District Police Office/District Control Room, unless there is specific reason, like attending court or leaving the HQs within a short time.

Attendance at Sessions court.

99. (a) As an investigating officer, the Inspector should as a rule attend Session Court and the courts of Judicial First Class Magistrates during the trial of the case, unless there are specific reasons for his absence. In such an event he should depute his Sub-Inspector who assisted him in the investigation. As investigating officer he must assist the prosecution by causing regular attendance of witnesses before prosecutor for refreshing their memory and for preparation of cross examination, arguments etc. The investigating officer should enter the progress of cases in trials in the court case diaries.

(b) The court case diaries (CCD) should contain a gist of all the proceedings of the day in the court including observations or comments, arguments, presence or otherwise of witnesses, accused, reasons for adjournments etc.,

(c) He must prepare counters to the bail petitions if any filed in the High Court. He must prefer appeal, in case of acquittal of cases inspite of strong evidence.

Reserve Inspector of Police :

In large Districts where there are three Reserve Inspectors, the senior most among them will generally be in charge of the Armed Reserve companies, the next senior incharge of stores and the third in charge of motor transport. In districts where there are only two Reserve Inspectors, the senior among the two will be in charge of the companies and the other in charge of both the Stores and Motor Transport. They should be trained accordingly. The Superintendent of police, may however, temporarily change this order according to the special, training undergone or to be undergone by each. The Reserve Inspector incharge of companies shall send a daily report in Form No.15

100. Police Station :

A. In all 'A' grade municipal towns and Commissionerates there will be separate police stations for Law and Order, Crime investigation and Traffic, for efficient police functioning. Where a separate police station for crime investigation and traffic cannot be established, these duties will be performed by the law and order police station with additional strength. The duties of SHOs of law and order, investigation and traffic P.S. are detailed in Order No.101 to 104. These police stations as far as possible will be headed by Inspectors of Police as Station House Officers (SHOs), assisted by sub-inspectors and other staff. This is more so in the case of crime and investigation police stations, as

experience counts for successful investigation. Besides maintaining law and order, successful investigation and prosecution of cases are the basis for controlling crime and criminals. In view of this, the investigative/crime police stations should be equipped with police officers having an aptitude for scientific interrogation of criminals and detection of crimes. To meet these ends trained staff with skillful application of scientific and modern techniques without resorting to obsolete and rule of thumb methods should be posted. Crime police stations must be provided with modern and scientific equipment, essential personnel to aid investigation like photographers and assistance from forensic department and dog squad.

B.

Proposed man power and norms-Civil Police

Population	*Category of P.S*	*Inspector*	*S.Is*	*ASI*	*HC*	*PC*	*Total*
Cities with more than 70 lakhs population	A	2	6	8	18	86	120
Cities with less than 70 lakhs population	B	2	4	6	12	66	90
Urban Districts	C	1	2	4	10	53	70
Town Police Station	D	1	2	3	6	43	55
Rural Police stations (standard)	E	0	1	2	5	37	45
Rural Police station(medium)	F	0	1	2	4	21	28

Note : In 'A'grade or 'B' grade Police stations, one of the Inspectors will be designated as Detective Inspectors (DI). In 'C' grade or 'D' grade Police stations, one of the Sub Inspectors will be Detective Sub Inspector of Police.

C. Display of Jurisdiction (Borders) : SHO shall display the jurisdiction of the Police Station at all important National Highways, State Highways, Muncipal and Panchayath roads in reflective paint indicating Police Station jurisdiction (Begining / Ending) with phone numbers and police control room phone numbers.

Duties of Sub-Inspector / Station House Officer (SHO)

101. Duties of Officer-in-charge of police station

i. The Officer-in-charge of the police station shall send a report of information about cognizable offence to the Judicial Magistrate. The report must be submitted through superior officer of Police if the state Government so directs (Sec. 157 and 158 Cr.PC).

ii. The object of sending copy of FIR to Magistrate is to keep the Magistrate informed of the investigation of cognizable offence so as to enable him to give appropriate direction if necessary under Sec. 159 Cr.PC. Where the FIR was actually recorded without delay and the investigation started on the basis of that FIR and there is no other infirmity, delay in receipt of report by Magistrate does not make the investigation tainted. (Pala Singh v. State of Punjab - AIR 1972 SC 2679).

iii. Mere delay in sending the report to the Magistrate would not vitiate the trial in the absence of prejudice caused to the accused by such delay (Sarwan V. State of Punjab – AIR 1976 SC. 2304).

iv. The extraordinary delay in sending the FIR is a circumstance which provides a legitimate basis for suspecting that the first information report was recorded much later than the stated date and hour affording sufficient time to the prosecution to introduce improvements and embellishments and setup a distorted version of the occurrence. (Ishwar Singh v. State of U.P. 1976 Cr. L.J 1883 SC; AIR 1976 SC 2433).

The following are the powers and duties of the Officers-in-charge of Police Station :

1. If any information disclosing a cognizable offence is laid before an Officer-in-charge of a police station satisfying the requirements of Sec. 154(1) of the Cr. PC., the said Police Officer has no other option except to enter the substance thereof in the prescribed form, that is to say, to register a case on the basis of such information .

2. For recording a First Information Report (FIR) is that

a. There must be information and

b. That information must disclose a cognizable offence.

3. A copy of the information as recorded under sub-section (1) shall be given forthwith, free of cost , to the informant.

4. Every Officer-in-charge of a Police Station is empowered to investigate any cognizable case without the order of a Magistrate and the proceedings in any such case shall not, at any stage, be called in question on the ground that the case was one which such officer was not empowered to investigate.

5. An Officer-in-charge of a Police Station, upon satisfying himself that there is reason to suspect the commission of an offence which he is empowered under section 156 of the Cr.PC to investigate, he shall forthwith proceed to investigate the facts and circumstances of the case, if necessary to take measures for discovery and arrest of the offenders.

6. At the stage of registration of a crime on the basis of the information disclosing a cognizable offence in compliance with the mandate of a Sec. 154 (1) of the Cr.PC., the concerned Police Officer cannot embark upon an enquiry as to whether the information, laid by the informant is reliable and genuine or otherwise and refuse to register a case on the ground that the information is not reliable or credible.

7. On the other hand, the Officer-in-charge of a Police Station is statutorily obliged to register a case and then to proceed with the investigation if he has reason to suspect the commission of an offence which he is empowered under Sec. 156 of the Cr.PC to investigate, subject to the proviso to Sec. 157 Cr.PC.

8. In case an Officer-in-charge of Police Station refuses to exercise the jurisdiction vested on him and to register a case on the information of a cognizable offence, reported and thereby violates the statutory duty cast upon him, the person aggrieved by such refusal can send substance of the information in writing and by post to the Superintendent of Police / Commissioner of Police concerned who is satisfied that the information forwarded to him discloses a cognizable offence, should either investigate that himself or direct an investigation to be made by any Police Officer subordinate to him in the manner provided by sub-sec (3) of Sec. 154 of the Cr.PC.

9. Police Officer as to satisfy himself only the allegations mentioned in the first information before he enters on an investigation as to whether those allegations do constitute a cognizable offence warranting an investigation.

10. The commencement of investigation by a Police Officer is subject to two conditions. Firstly, the Police Officer should have reason to suspect the commission of a cognizable offence as required by Sec. 157 Cr.PC (1); and secondly, the Police Officer should subjectively satisfy himself

as to whether there is sufficient ground for entering into an investigation even before he starts an investigation in to the facts and circumstances of the case as contemplated under Cl. (b) of the proviso to Sec. 157 (1) of the Cr.PC.

11. No Police Officer shall investigate a non-cognizable case without the order of the Magistrate having power to try such case.

12. It casts a duty on the officer-in-charge of a Police Station to reduce to writing every information relating to commission of a cognizable offence given to him and the same will be read over to the informant and a copy thereof shall be given to him.

13. If information given to the Officer-in-charge of Police Station discloses a non-cognizable offence, he has to enter the substance of information in a book to be kept by such Officer in such form as the State Government may prescribe in this behalf and to refer the informant to the Magistrate. (S.155(1)). Sub-Clause(2) puts an embargo on the power of the officer-in-charge of the Police Station to investigate a non-cognizable offence without the order of a Magistrate having power to try the case or commit the case for trial.

14. Sec.157 of Cr.P.C. says an Officer of in-charge of a Police Station has reason to suspect the commission of an offence which he is empowered u/s 156 Cr.P.C. to investigate, he shall forthwith send a report of the same to Magistrate empowered to take cognizance of such offence upon a Police report and shall proceed in person or shall depute one of his subordinate officers not below such rank as the state Government may, by general or special order, prescribed in this behalf, to proceed, to the spot, to investigate the facts and circumstances of the case, and if necessary, to take measures for the discovery and arrest of the offender.

15. If it appears to the officer in-charge of a Police station that there is no sufficient grounds for entering into an investigation, he shall not investigate the case. (157(1)(b)) of Cr.P.C.

16. When information as to the commission of any such offence is given against any person by name and the case is not a serious nature, the Officer in-charge of a Police station need not proceed in person or depute a subordinate officer to make an investigation on the spot.

17. If the Police officer refuses to investigate the case he shall also forthwith notify to the informant, the fact that he will not investigate the case or cause it to be investigated.

18. The Officer-in-charge of Police Station even in the case of refuse to investigate, he is bound to submit a report to the Magistrate under Section 158 CrPC.

19. As soon as any information regarding any accident involving death or bodily injury to any person is recorded or a report under this section is completed by a police officer, the Officer-in-charge of the Police Station shall forward a copy of the same also to the Claims Tribunal having jurisdiction and a copy thereof to the concerned insurer. (Section 158(6) of Motor Vehicles Act, 1988)

20. Any complaint is referred by Magistrate u/s . 156(3) of Cr.PC Officer-in-charge of Police Station should register a case and submit police report u/s 173(2) of Cr.PC.

101-1.(a) The Sub-Inspector in charge of a Police Station is fully responsible for the Police Administration of his charge. The Sub-Inspector is an important and vital functionary in the police department. He shall be responsible for proper management of the Station and optimum utilization of the resources and facilities available. It shall be his duty to manage the staff and work of the Police Station in accordance with the law and rules and to make the Police Station a place where the needy public get necessary and immediate response.

(b) The image of the police department basically reflects on the conduct and behaviour of the Sub-Inspector and his staff in the station, as it is at that point, public have a direct access with the police.

(c) The Sub-Inspector and his staff should behave politely and courteously with the public giving an impression of friendly approach. Active co-operation from community contact Committees shall be solicited in the matters of L&O, Crime prevention etc.

(d) All illegal methods or ill treatments against persons should be avoided at all costs giving way to an impression to the public that the police are there to extend their helping hand in the discharge of their duties.

(e) The Sub-Inspector must respect human values and human dignity and should know that powers are vested in him to discharge his duties legitimately but not to arrogate to satisfy his ego and vanity. If he crosses his limits he will be doing so at his risk as the department will not come to his rescue.

2. He should assign duties to his staff and personally ensure that these duties are correctly performed. He shall take measures for the prevention of crime, for the preservation of peace, for speedy investigation and prosecution of cases. **When more than one Sub-Inspector is employed in a police station, which is headed by a Sub-Inspector, the junior officer shall act in accordance with the orders of senior.** He shall maintain a notebook in which he will write then and there his daily movements and activities in discharge of his duties. The completed notebook will be retained for 3 years with the station records. He will handover his current notebook to his successor when he goes on transfer.

Duties and Responsibilities of Sub - Inspector of Police (SHO)

Local Area Knowledge

1. Population (particularly minority communities including foreigners and their locations, SCs/STs, Sr. Citizens living alone, poor communities not sending their children to schools)

2. Who is who (all Government Officials, different project directors / Officers of welfare schemes including Labor, Child welfare , women, SC/ST, water supply, Housing, / political leaders including contested corporators, panchayat ward members and others) with phone numbers and email IDs if possible.

3. Residence of trouble mongers, communal offenders BCs, KDs, DCs, Suspects, Offenders etc., with phone numbers

4. Places of Worship with phone numbers of i/c persons along with their previous good and bad history

5. Phone numbers of important people / Government Offices

6. Names and addresses of the serving and retired Police Officers and military officers and other uniformed officers including revenue, water works etc., with phone numbers

7. Names of the Educational Institutions and names of Principals or Head Masters and strength of students nature of student leaders and their affiliations wherever required.

8. Vital installations, other Government installations and their locations such as Telephone Exchange, Electricity Sub-stations, Power Projects, irrigation projects, Missile labs, Rocket facilities, Government Offices, Defence Establishments, Post Offices, Banks, Cell Tower operators.

9. Names of Tourist Spots with telephone numbers of i/c officials

10. Farm houses / lonely houses in far flung areas, resorts , guest houses, Places of public Resorts including wineshops, bars and toddy shops, hookah parlours, gambling dens, probable dens of drugs etc.

11. Houses in which aged people / Senior citizens living alone

12. Police friendly people / community contact committee members, voluntary organization/ NGOs, etc., with cell numbers.

13. Check posts/Toll gate details including their cell phones.

14. Hospitals / Diagnostic centers/ Blood Banks / rehabilitation Centers, with phone / cell numbers

15. Knowledge of Crime Prone areas / earlier incidents that happened in the area.

16. Factories - labor issues

17. Active student/ labor/cultural / communal organizations with names and phone numbers and their previous good and bad history.

18. Weekly *shandies* locations with earlier Law and Order problems, if any

19. Dates of Festivals with crowd control schemes of previous years.

20. Names of Superintendent/ i/c officers of Bus stand/ Railway Stations/ Ports and Airports.

21. Names of hide out places of Criminals/Extremists/terrorists.

22. Names/locations of Ashrams and their previous good or bad history, if any.

Acquisition of local area knowledge

101 - 2 He shall acquire full local knowledge and become acquainted with the people of his Station limits, especially the village secretariat and panchayat officials, revenue officials (Executive Magistrates), to enlist their co-operation in

prevention of crime and breach of peace. He should also involve community contact Committees in this regard. The S.H.O. shall normally visit all the villages and localities in towns in his jurisdiction once in a quarter. Passing through a village with out doing any work cannot be treated as a visit.

SHO has to visit the villages in addition to the visits of Village Police Officers (VPO). He should conduct '*grama sabha*' with the people to know their problems and to ensure police co-operation in prevention and detection of crime and social evils. He should also make night stay (*'palle - nidra'*) at least weekly once.

102 Duties with regard to Law and Order and Crime Investigation

The duties of officer-in-charge of a Police Station are set out in various Police Acts, Cr.PC, Government orders and DGP Circulars. They broadly relate to maintenance of law and order, prevention and detection of crime, investigation and prosecution of offences as detailed below.

1. The Sub Inspector of Police / SHO is responsible for the maintenance of the law and order and public order in his jurisdiction. His duties in this regard include:

A. Personal leadership and supervision of duties and work of all the staff and men allotted to his charge including their welfare, discipline and morale.

B. Organising and active participation in crime prevention and detection, maintenance of law and order and anti-terror operations, dispersal of unlawful assemblies and prevention of breach of peace and public order.

C. Organising **result oriented beats and preventive** patrols and its personal supervision by organising **Naka bandi** etc., in co-ordination with neighbouring police stations with care and caution while checking suspected Armed gangs etc., **u/s 149 CrPC.**

D. Designing and implementation of policing schemes suited to such beat areas and securing co-operation of public and community contact committees in preventive Policing.

E. Obtaining prompt information about activities in the field of Communal, extremists, terrorists, Caste, Political, Student, or other segments of society including subversive elements. Identifying trouble spots and trouble mongers and to take effective preventive measures like launching security proceedings u/s 107 to 110 Cr.PC. Proper documentation of the activities is a pre-requisite for security proceedings. Documenting repeat bodily offences / offenders

and sending proposals to SDPO/ACP for opening suspects/ Rowdy sheets against them.

F. Maintenance of good public relations in his station limits and liaison with bordering police stations House Officers.

G. Visiting and spending adequate time in the villages, localities of his station limits and making due entries in part IV of Station Crime History.

H. Maintenance of effective surveillance over trouble mongers/ bad characters, anti-social elements, and rowdies of the area under his charge.

I. Constantly endeavour to maintain high professional standards and keep himself updated, with latest laws, procedures and regulations, well informed and motivated.

J. Verification of antecedents of persons applying for route permission for processions, Dharnas, Road Shows, Marriage or religious procession and furnishing specific inputs to CI/ DSP.

K. To secure "riot gear" equipment and keep it in Police Station Stores for use as and when required. To indent SsP/CsP for additional Police Force and non - lethal weapons equipment in anticipation of any trouble keeping the CI/ ACP/SDPO informed.

L. To pursue and apprehend offenders during investigation on available clues and information across the state/control.

M. Preparing *bandobust* schemes in a realistic manner based on proper intelligence in puts and to be rational while asking for manpower, equipment.

N. Collection of information on all important matters relevant to police duties and his functions and communicating the same to his immediate superior police officer and to other concerned superior police officers promptly.

O. Maintaining cordial relationship with Executive/ Judicial magistrates / PPs/ Addl. PPs/APPs of Court / Jail authorities and District Probation officers.

p. He should respond to all 'Dial 100' calls for help by people making necessary G.D. entries. Proper use of patrolling vehicles.

Q. Calling on the District Judge/District Collector as and when they come to the Police Station limits.

R. Following the DGP Office instructions vide Rc.No. 556/F5/2012 dt: 04.08.2012 with regard to handling civil disputes (PSO. 322).

Crime Prevention and detection

2 - 1) Prevention, detection and restoration of recovered stolen property to owners u/s 451 Cr.PC. (Refer Sunderbhai Ambalal Desai vs. State of Gujarat, (2002) 10 SSC 283 : AIR 2003 SC 638).

2) Crime prevention schemes like cordor and search, frisking, vehicle checking, geo-tagging etc., u/s 149 Cr.PC with local Police/People/ Community Contact Committees.

3) Collection of information /Intelligence on all matters of crime and criminals

4) Ensuring community Policing / Police - Public relations.

5) Crime preventive village visits

6) Surveillance over KDs/DCs/Suspects etc. (empowered u/s 149 Cr.PC)

7) Updating and using intranet crime / criminals data for prevention and detection. Watching Jail releases and mounting Surveillance.

8) **Traffic Duty :**

The Law and Order SI of Police is empowered to compound certain MV Act offences u/s 200 of MV Act vide GO Ms. No. 108 Transport, Roads and Buildings (TR-I) Dept. dt. 18-8-2011.

Un-Claimed Property

3. Listing out all unclaimed property lying in the P.S, Bus stands, Railway Stations and other public places in his jurisdiction and where necessary, seize such unclaimed property u/s 102 Cr. PC, inform the Jurisdictional Court. Take up disposal of property less than Rs.500/- value (which in normal case is subjected to speedy and natural decay) following the instructions of SP/ DCP as per Sec.102 (3) Cr. PC. He Should upload such data in the 'Police intranet' to all SsP/SsRP/CsP for informing whether such property is wanted in any one of their reported cases. Also publish such information in local news papers. If not, inform the SP/DCP/SsRP/CP for further follow up action as laid u/s 457, 458 Cr. PC.

Human Resources Management /Human Resources Development

4-1) Personal leadership and supervision in allotting duties to right person in right place.

2) Setting up goals for the forthcoming year collectively, preparing policing schemes accordingly

3) Imparting specialized training to talented officers. Ensuring computer literacy for all police men in intranet uploading and down loading techniques

4) Conducting in-service/ in- house trainings. Deputing PCs/HCs/ ASIs to DTC/PTC/ Academies as the case be. Reading out and explaining the Circulars issued by DGP Office, S.P/ CP Office/ other superior officers.

5) Conducting minimum Law-awareness camps/ Traffic related matters / Anti Naxalite issues in schools and colleges and "AT HOME" programmes .

6) Encouraging volunteers in Bundobust duties especially during elections, P.M, C.M. bandobust, fairs, festivals, pushkaram duties and in important Bundobust duties, by taking able bodied people as special police officers, and ensuring the cooperation of NCC, NSS and Scouts and Guides also.

7) Sub Inspector of Police should undergo all the mandatory in- service course training programmes as stipulated in PSO number 72, and attend thematic trainings as and when nominated and submit the 'learning points' reports to SsP /CsP as case be. Learning Points Report (LPR) should be brief and reflect his/her assimilations of the training programmes material. The SsP/CsP should go through such reports and take action as deemed necessary.

Investigation, prosecution and Court Work – Court attendance

5- 1) Investigating non-grave cases, assisting the Inspectors or SDPO/ACP in all Grave Cases Investigation.

2) Registration of all cognizable cases and giving the receipts of all petitions.

3) Keeping General Diary up to date.

4) Sending FIR / Express FIR to all the concerned.

5) Providing a copy of FIR to the complainant (Free of cost) / in case of electricity failure or server problem, the manual FIR copy may be issued to the complainant and commence investigation without any further delay.

6) Investigation of cases where accused are outside the PS Jurisdiction.

7) Arranging good receptionist in PS, to receive people as if Front Officer in corporate sector, to assist them in writing complaints etc.,

Investigation and Prosecution

6. The Sub Inspector of Police / SHO is responsible for the investigation of all cases reported in his jurisdiction except for those where the investigation is entrusted to Inspector/SDPO/ACP or other senior officers or CID. As officer

in charge of police station he shall perform the following duties relating to investigation and prosecution of cases.

A. He shall register all cognizable cases furnishing a copy to the complainant invariably free of cost and send the original F.I.R to the courts concerned immediately and copies to his superior officer and to obtain the acknowledgment receipt with time and date also particularly in grave cases. Failure to register FIR u/s 326A, 326B, 354, 354 B, 370, 370A, 376, 376 A to E and 506 IPC shall amount to an offence u/s 166 A IPC with reference to these specific offences. FIR in IIF No. 1 has to be uploaded in A.P. Police intranet.

B. In respect of non-cognizable offences reported in the Police Station, he shall record the information in the General Diary (GD) and also in the Non-Cognizable Register (Form No. 101) and refer the complainant to the court by an endorsement, if further action is warranted.

C. In cases of non-cognizable offences referred by court or any cognizable offences presented by parties directly in courts but/when endorsed by the court to the S.H.O; he shall register such cases and investigate without power of arrest in non cognizable cases and send report to the Honourable court within stipulated time. If investigation is not completed, SHO should seek permission of the court seeking further time.

D. He shall promptly arrive at the scene of crime and make arrangements to protect the scene of offence . Inform CLUES teams, if needed.

E. He shall take video graph /photograph at the earliest, to thoroughly examine the same for clues and for other matters of investigation and upload the same in crime detail form IIF-2 in A.P. Police Intranet.

F. He shall promptly conduct investigation by identifying, preserving, collecting and forwarding of material objects to concerned experts, and collection of documentary, (Sec. 61 to 65 IE Act), Electronic Evidence (65A, 65 B IE Act) and oral evidence in addition to physical evidence. He should prepare the Plan of action (P.O.A) of investigation and incorporate the same in the case diary Part - I it self from time to time.

G. He shall make use of various scientific methods available for investigation including using services of CLUES Team, DNA Finger Printing, dog squad and record the evidence of concerned experts.

H. He shall hold inquest where necessary and forward the bodies for the post mortem examination (PME) according to the necessity.

I. He shall examine witnesses including collection of documentary evidence, if required and record their statements accurately and promptly and be courteous to the witnesses. He shall use provisions u/s Sec. 161 (3) Cr. P.C. regarding audio-video electronic recording of statements. He should also examine and record the statement of accused person also to know his line of defence/*alibi*, which are to be verified to find out actual truth as per Police Standing Order No. 429-3.

J. Conduct searches, and seize material, if any, as per provisions of Cr.P.C.

K. Arrest of persons where necessary, observing the necessary provisions of law and the decisions of the court and send them to court in time with proper escort and making relevant entries in concerned records . Upload the data in form number 62 in A.P. Police Intranet.

L. The weapons and articles (Material Objects) seized from the accused as well as seizures affected from searches during course of investigation along with necessary reports and the results and Property Index number of court to be entered in CD also . The search and seizure form no. 58 (I.I.F.4) has to be uploaded in Intranet.

M. Obtain investigation reports from subordinate officers deputed for investigation.

N. He shall write the case diaries regularly with future plan of action and forward them to the superior officers promptly to enable them to give instructions for further investigation.

O. He shall finalise the cases without delay and file charge sheets in consultation with APPs /Addl. PP where the evidence is sufficient for prosecution within the period of limitation imposed by the Cr.P.C and Courts. As Dy. Directors of prosecution Department at District level are designated as legal advisors to the SsP (G.O. No. 125 LAW (LA & J – Home –Courts A2) Department of 24.09.2013, Govt of AP) he should obtain approval of draft charge sheet from him/her. Charge sheet / Case disposal form (form No. 65-IIF 5) should be uploaded in intranet.

P. SHO shall ensure return of recovered stolen property to owners u/s 451 CRPC, so that owner of the article would not suffer because of its remaining un used (Sunbderbhai Ambalal Desai vs State of Gujarat (2002) 10 SCC 283. AIR 2003 SC 638)

Q. He shall promptly serve summons and execute warrants and obtain transit warrant u/s 267 Cr.PC. Initiate "Proclamation proceedings" for absconding persons u/s 82 Cr.PC followed by property attachment proceedings u/s 83 Cr.PC.

R. He shall take all steps to assist the trial proceedings in the cases where evidence is sufficient by assisting the prosecutor by producing witnesses promptly, refreshing their memory before examining them as witnesses in Courts. He shall upload the court disposal i.e., either conviction /acquittal/ discharge in court disposal form (form -83 –IIF6) in AP police intranet.

S. Obtain copies of Judgments in cases of acquittal, read them and forward them to the concerned prosecutor for his opinion for preferring appeal. Assist the complainant in preferring appeal u/s 372 Cr. P.C . After the disposal of case in appellate court, the SHO shall enter the details in Result of Appeal Form (R.A.F) (form IIF-7) in A.P Police intranet.

T. Lok-Adalat : Listing out compoundable cases fit for Lok - Adalat and producing alleged accused and witnesses on the day of proceedings before the concerned Judicial Officers.

U. He should ensure payment of compensation to Victims and guide them and assist them to obtain legal compensations for which they are eligible particularly from Government, insurance, etc.,

Victims/ witness protection

7- 1) In all cases of rape, dowry death, rescue of trafficked children, acid attacks, love-laden throat-slitting, injuries, attack on SC/STs etc, the SI of Police/ SHO has to write to Project Director, ICDS, for payment of immediate compensation as per G.O. Ms. No. 28 of 2011 of WCD, Govt of AP or other existing G.Os.

Besides Govt. Orders, SHO should aim for securing Judicial orders u/s 357-A Cr. PC, and other existing laws and regulations. G.O. Ms. No. 43 HOME (Courts-B), Dept., dated: 15.04.2015 and GO.Ms. No. 132 Home (Courts-B) Dept. dt. 6-12-2016 of Govt. of Andhra Pradesh.

2) In case of threatening of any witnesses to give false evidence, prompt action to be taken u/s 195-A IPC.

3) To ensure that protection is given at the residence of the witness/ victim in case of apprehension of danger before /during trial and direct beat

PCs to touch such places at frequent intervals keeping a special point book.

4) To assist the victim in preferring Appeal u/s 372 Cr. PC against any acquittal or lesser conviction.

5) To incorporate the residential addresses with phone numbers of such victims/ witnesses in the beat book, if need be.

6) To ensure compliance of Sec-357-C. of Cr.PC which mandates Hospitals, (Public/ Private) to give treatment free of cost to victims of offences u/s 326-A (Acid attack,) 376 (rape), 376-A, 376-B, 376-C, 376-D IPC, 376-E IPC or Sec. 509 IPC . Action should be taken against persons in –charge of such hospitals u/s 156 –B IPC for non-compliance

7) To liaise with APPs/ Addl. PPs and ensure that the witnesses are examined as per Sec. 309(2) Cr. PC, by the Court without adjournments to ensure speedy trials.

8) In case of dowry death (304-B, IPC), abetment of suicide (306-IPC), the SHO should assist the victim's kith & kin in getting justice.

9) In case of motor vehicle accidents, the SHO has to provide the documents to the District Judge – cum- MACT (Motor Accidents Claims Tribunal) u/s 165, 168 of MV Act 1988. or to the victims as the case be.

10) When vehicles are seized, recovered, stolen or involved, such information should be entered in form 85-(Automobiles forms)

11) To pursue with victims / witnesses with regard to recording of confessions and statements u/s 164- Cr.PC r/w Sec.25 POCSO Act. Audio-video recording.

12) To maintain secrecy of identity of details of children and juveniles in consonance with JJ (CPC) Act 2015 and liaising with child welfare committees (C.W.C.). To present traced child before C.W.C. and reintegrate with parents /guardian/NGO Home.

Inspection of drill and kit of subordinates, Training and instructions

8. He shall inspect the drill of his subordinates, hold inspection of their kits, catechise them upon the performance of their duty and examine their beat books and note books. The police men of the station should be briefed on all matters that have bearing on their work and conduct, through written material, Television, Video and other visual aids, Radio programmes specially broadcast and also personal instructions so that they are

psychologically oriented to discharge their allotted duties in an efficient manner.

Records

9. To maintain all records as per list in chapter-33.

Daily reports from Station House Officer

10. The Station House officer shall forward daily to the Inspector a carbon or photostat copy of the station General diary with a docket in the form prescribed along with copies of F.I.R. registered and case diaries of that day.

Child Welfare Police Officer (CWPO):

11. As per Juvenile Justice (Care and Protection of Children) Act, 2015, all the SHOs in AP are designated as C.W.P.Os vide G.O.Ms.No.12, Home (Services-I) Dept, dt.11-12-2016 of Govt of AP to take care of CNCP (Child in need of care and protection) and CICL (Child in conflict with law) and liaise with :

i. Child Welfare Committee (CWC) regarding CNCP. (Child in Need of Care and Protection)

ii. Juvenile Justice Board regarding CICL (Child in Conflict with law)

iii. Children Court (1st Addl Dist & Sessions Judge (1st MSJ) regarding CICL between 16 and 18 yrs who committed heinous offence punishable with 7 yrs or upwards.

Station House Officer of Traffic Police Station

Traffic duties

103. A) To acquaint with M.V. Act and new Rules to avoid high handedness (follow GO.Ms.No. 108 Transport, Roads & Buildings (TR-I) Department dt. 18-08-2011 regarding impounding MV Act offences u/s 200)

B) To liaise with NHAI/SHA- (Highway patrolling)

C) To attend traffic advisory board meetings after studying the accident spots, time and reasons for accident whether it is occurred due to bad maintenance by road authorities/Engineers without keeping sign boards, signals etc., which would have prevented the occurrence of accident and bring to the notice of concerned authorities to take preventive measures. u/s 149 Cr.PC. Sec. 149 Cr.PC mandates the Police Officer to prevent occurrence of cognizable crime. Acquire knowledge of traffic engineering, enforcement and education. Liaise with corporation/

municipal/panchyat authorities for timely action duly addressing letters to concerned quoting Sec. 149 Cr.PC. SsP/ CsP to be requested for erection of sign boards/ Cat eyes in emergency. (Ref. Chapter 57 also)

104. The Station House Officer of Traffic Police Station

The SHO of Traffic PS should acquire full knowledge of all roads, highways location of CCTV cameras and congested areas. He should also acquire knowledge of the details of the vehicles, density of traffic, movement of contraband and suspected persons, road side truck terminals, parking places, eating houses, motels etc. Keeping in view the specific problems of the areas he should make arrangements for the removal of obstructions, clearing traffic jams, observance of traffic regulations, rendering first aid and prompt medical assistance to road accident victims, incidence control and immediate action to preserve the scene of the road accidents.

He shall maintain close liaison with the officials and engineers of Roads & Buildings and Transport department, local bodies, electricity, telephone department etc., and take short as well as long-term measures for smooth flow of traffic. He shall pay attention to the training of his staff and actively participate in spreading traffic education in his area. Liaise with D.T.R.B.

He shall also render free medical aid to all victims or their representatives in claiming compensation in Compensatory Tribunals by furnishing the copies of F.I.R., inquest report, P.M.E report or wound certificate, copy of insurance certificate free of cost as well as by advising them properly.

Patrolling of highways is one of his important duties. The matters that should be attended to in each area or beat have to be identified and instructions issued in the patrol register. Maintenance of patrol vehicles and equipment to keep them in top condition is his responsibility.

Duties of Sub Inspectors of Railway Police Stations

105. The Sub-Inspectors of Railway police shall perform the duties as local police. In addition, they shall acquaint themselves with the functioning of the Railway, the details of all trains that pass through, the nature of crime that occur, the criminals or groups that operates in Railways, the prevention of thefts and maintenance of order on platform, ticket counters, parcel offices, cloak rooms, marshalling yards, the organisation of beats and surveillance, security arrangements, and action to be initiated in case of accidents.

Reporting lapses for Disciplinary Action

106-1. Station House Officers of all branches will be supplied with punishment roll forms and when he deals with any officer for punishment he will attach a punishment roll entering in relevant column titled "Defaulters" the total number of defaults and the particulars of the last three punishments. He will forward it to the SDPO who will fill up the first column and transmit the roll to the concerned Superintendent of Police. The authorities competent to impose penalties are dealt with in the chapter titled "Disciplinary Proceedings, Punishments and Appeals".

2. When an Inspector or Station House Officer calls for an explanation from any subordinate officer, it should be obtained and submitted at once to the SDPO accompanied by a punishment roll unless reasons are furnished for non-submission of a punishment roll.

Non-appearance of Pensioners to draw Pension

3. On receipt of information regarding non-appearance of pensioner for over 3 months enquiry may be caused by the police and the concerned officer informed.

Entries in small service books

4. Inspectors, and Sub-Inspectors will make authorised entries in the small service books of their subordinates. It is their responsibility to keep them updated. Entries relating to biennial medical examination, the ailment and treatment undergone and all relevant information relating to the health of the Constable and the Head Constable should be entered and shown to him. Important instructions given and the manner in which the tasks were performed, the reports if any concerning any Constable may also be entered after bringing it to the notice of the SDPO. The small service book should be a complete record of the service including minor and major punishments, rewards, commendation letters, leave and performance of the Constable and should therefore be maintained in a regular manner. It shall be the duty of the S.H.O. to ensure this.

Duties of Asst. Sub-Inspector of Police

107. The following shall be the duties of the Assistant Sub-Inspector.

A. He shall get acquainted and learn how to upload FIR to Charge sheet (seven Integrated Investigation Forms) in the AP Police Intranet and supervise such updation by station writer.

B. Investigation of all summons cases as directed by S.H.O depending upon the knowledge ability and writting capacity and assisting investigation in all cases handled by S.H.Os and other superior officers.

C. Investigation of missing person cases (other than abduction/kidnap) He shall go through intranet on missing persons and upload data in intranet.

D. Conducting Petition enquiry and submitting reports

E. Supervision of service of summons and execution of warrants and help SHO in pursuing Sec.82/83 Cr.PC. proclamations / attachments.

F. To function as an officer in charge of a beat area and check beats/ patrols/mobile in-charge/ Rakshak in-charge supervision of handling of station scriptory work under the commands of SHO

G. Supervision or handling of station scriptory work

H. Detailing duties to the staff during Sub-Inspectors' absence and exercising supervision and control over the Constables and Head Constables under intimation to SHO

I. Maintenance of cash book

J. Preparation of pay and travelling allowance bills (He should sign them only when the S.I. is absent)

K. Maintenance of Arms and Ammunition registers connected there with

L. Taking care of safety of persons in the lock-up.

M. Attending to Court work and liaison with APPs/ Dy. Director of Prosecution Department.

N. Assisting the SHO in the preparation of Monthly Reports

O. Checking of KDs/DCs/Suspects and submitting reports to S.H.O.

P. He shall visit all villages once in a month and check up bodily/property offenders and stolen property receivers.

Q. Such other work as may be entrusted to him by his superior officers. He shall submit monthly report in Form II-A

Duties of Head Constable (General)

108-1 Head Constables are mainly employed to be in charge of general duty in police stations, as station writer, as officer in charge of out post and guards and also in armed reserves, to be in charge of beat areas in rural

and town police stations. He acts as S.H.O. in the absence of Sub-Inspector and Asst. Sub-Inspector. He is authorised to hold inquests and make investigation when asked by the Sub-Inspector to do so.

All HCs shall submit monthly report in Form II-A

General Duty Head Constable – Duties

2-A. To work with Constables and help them to understand instructions, catechism and drill.

B. To perform duties allotted by S.H.O.

C. To be in charge of guard or escort when deputed.

D. To visit villages in the station jurisdiction when deputed for a specific purpose.

E. To work as H.C. in charge of a particular beat area.

F. To attend to court work under the orders of S.H.O.

G. To investigate cases when deputed by the S.H.O. and to assist the I.O. in investigation.

H. To conduct enquiries into petty complaints.

I. To take care of arrested persons kept in police station.

J. To take care of reception and proper behaviour with the persons coming to police station and to attend telephone calls.

K. To be present in the police station in the absence of Sub-Inspector unless called away in an emergency. He should take approval of S.I. before leaving the station on routine duty.

Station Writer

3. Head Constable shall normally be assigned the duties of station writer. He will perform the ministerial work of the station under the direction of S.H.O. In the absence of S.I. or A.S.I. he will allocate urgent duties to the Constables and be in charge of station property including Arms and Ammunition and carry out the routine work of the station. In the absence of the S.I., A.S.I. and his senior HCs, he will function as station house officer, take steps for registration and investigation of cases reported under his charge. He may also be employed by S.H.O. to go on night rounds and may occasionally be kept in charge of beat area. He is also responsible to watch the arrested persons kept in police station and proper

reception to persons visiting police station and also for answering telephone calls when S.H.O., S.I. or A.S.I. are not present in police station.

Head Constables as investigating assistants

4. The head constables form the main strength of investigating team. They assist the team leader in the investigation of cases especially in preserving, and collecting the clues like finger prints, foot prints, materials, photographs etc. and also in,

A. Collection of information

B. Process service

C. Pursuit of clues and arrest of accused and recovery of property

D. Assisting in searches and seizures

E. Surveillance of specially marked persons

F. Holding inquests where directed

G. Securing the presence of witnesses

H. Court duty to assist prosecutor when S.I. or Inspector are not able to be present

I. Submitting reports to S.H.O. on enquiries made by them

J. Any other work connected with the investigation of crimes

Head Constable as officers in charge of beat

5. Head Constable or Asst. Sub-Inspector is generally assigned a beat approximately covering 2000 households and around 10,000 population in cities and towns and a group of villages in rural areas. He shall, with the help of Constables provided, be responsible in that area for

A. Prevention of all offences.

B. Surveillance over criminals and bad characters.

C. Collection of information and intelligence, affecting crime, security and law and order.

D. Service of beats by night and day.

E. Preventing and dealing with public nuisances, maintaining order and incidence control.

F. Associating with community contact committees and keeping the S.H.O. informed of all happenings.

G. Discipline and conduct of Constables of his charge.

H. Conducting such enquiries as are entrusted to him.

Duties of Head Constable as officer in charge of Out-Post

109-1. Sub-Inspector or normally an ASI or HC may be kept in charge of outpost. The duty of outpost in charge is to supervise the work of Constables in his charge, see to the proper performance of all duties attached to the outpost and maintain the prescribed records. He should submit a copy of the outpost general diary daily to the mother police station.

2. The outpost in-charge is not SHO. Therefore, whenever the information of cognizable offence is received in the outpost, he shall forward it to the mother station for registration of F.I.R. after issuing a receipt for the same to the complainant. He will also enter the substance of the report in the outpost general diary. However the complainant is entitled for a copy of the FIR from the mother police station free of cost.

3. The officer in charge of an outpost may without intervention of the officer in charge of a police station, take action in such of the offences as can be legally taken by SI, ASI or HC as per the rank of officer-in-charge.

4. The officer in charge of outpost shall on receipt of a complaint or information of a crime or serious occurrence, take such immediate action as may appear necessary i.e. proceeding and preserving the scene, rendering medical assistance to victims, arrest of accused persons etc.

5. Staff on duty in outpost should be treated on the same lines as constables allotted to beat duty as far as tenure is concerned. However, a District Order should make transfer of staff to or from an outpost.

Duties of Head Constable or In-charge of Police Station

G.O.Ms.No.907 Home (Pol-C) Dept, dtd.21-4-1999

110-1. In the absence of the regular SHO, the senior officer present shall assume charge of the station. Senior constable present shall also be deemed to be the officer in charge in the absence of higher ranks as per section 2 (O) of Cr.P.C.

Guard In charge

2. Whenever a guard is detailed for Treasury or Jail or for security of a Minister of a government, a Head Constable shall be kept in charge of the guard.

3. A Head Constable from reserve police will be deputed to be at the disposal of Sessions Judge where the Sessions Court is not at the District HQRs. to maintain order in the court when there is a criminal trial. Wherever it is warranted, the SHO shall make security arrangements commensurate with the situation with the permission and consultation of the District and Sessions Judge or other Judicial Officers.

Constables-Powers and Duties

111-1. A Constable is one who has maximum interface with public. As the most accessible person for public he is expected to protect the needy, rescue people from danger, apprehend offenders and assist in securing prompt help and justice. Some of the important roles assigned to him are organising and securing community participation, activising himself in prevention and detection of crime and maintenance of law and order. Another main role of the Constable is, performance of all tasks connected with beat area and thereby help in prevention of offences and breach of peace. The constable on traffic duty has the task of regulating traffic. All constables in their dealings with public should inspire confidence in the efficacy of police to protect them. The police image is directly proportionate to their good conduct and behaviour in the public as they are the persons who are basically and directly in touch with them. At all costs they must avoid ill treatment either to the victims or to the accused as a first step to build the better police image.

All PCs shall submit monthly report in Form II-A

Powers and Duties of Constables

2. The main duties of civil Constables are;

   A. To perform duties in beats, patrols and pickets

   B. Surveillance over history sheeted and other potential criminals as per orders

   C. Collection of information and intelligence relating to crimes and criminals, subversive, terrorist and anti social elements in their areas primarily and communication of the same to the authorised superiors.

   D. Developing cordial relations with local community contact committees/ voluntary organisations and knowledge of households in the beat area.

   E. Convey information relating to persons and events that cause or likely to cause law and order situation or wide spread disturbances.

F. Keep in touch with local disputes, caste/communal overtones and inform SHO.

G. Assistance to investigating officers in the matter of arrests, recoveries, searches, identification and securing of witnesses or verification of information.

H. Execute warrants and serve summons promptly.

I. Escort prisoners, arrested persons.

J. Escort injured or dead to the hospital.

K. Guard of prisoners in custody and all station property.

L. Help and assist in dealing with Floods, Earthquakes, Fires, Accidents, Epidemics etc. and put in responsible efforts to save lives and property.

M. To perform allotted duties in Fairs, Festivals, Bandhs, Agitations, Riots, Large assemblies, Elections, Bandobust and security duties.

N. To preserve and guard the scene of occurrence until necessity ceases.

O. To behave courteously with all sections of public and treat poor people, children, women, aged and all weaker sections of society with consideration, sympathy and helpful attitude.

P. To be regular and punctual in his duties, catechism, physical training and weekly parades.

Q. To work as data entry operators in Computers and in the areas of reprography, photography and cartography wherever they have necessary skill.

R. Make entries in the prescribed register and forms and maintain records entrusted to him particularly those relating to beat area.

S. Any other duties allotted by SHO or other superior officers or elsewhere in this manual.

3. The entire preventive work of the police depends on the efficiency, commitment, professionalism and integrity of the beat area policeman. The Constable allotted to a beat should realise that his participation in the community even in a small measure is essential for successful policing. Professionalism and integrity but not power and authority shall command respect and bring in a large measure of co-operation from general public.

Officers responsible for kit

Every officer who is supplied with kit at government cost is responsible for keeping it in good condition, and shall be required to replace at his own cost any article carelessly lost or damaged.

Form No. II-A

Monthly performance proforma of PCs/HCs/ASIs (Civil/Armed Police)

To be submitted to SDPOs/DSsP/ACsP through SHO/CI with their specific remarks before 5th every succeding month. SDPOs/ACsP/DSsP shall go through the Monthly Reports and offer their comments for improving the efficiency of the subordinate officers.

Form No. 11-A

Monthly performance *proforma* of PCs/HCs/ASIs (Civil/Armed Police)

To be submitted to SDPOs/DSsP through SHO/CI with their specific remarks before 5th every month.

1. Beat Duty

1	No. of beat duties performed	
2	No. of Suspects/accused arrested.	
3	Names of suspects/KDs/DCs/Habitual Offenders checked and their current doings.	
4	No. of property offences occurred in their beat area with Cr. Nos. & date and his contribution in obtaining clues.	
5	No. of Point books checked / dates of checking.	

2. Escort Duty

1	No. of Prisoners' Escorts attended to:	
2	No. of Out station(out of District) Escorts attended to	
3	No. of Medically sick prisoners escorts attended and static duty at Hospitals	
4	No. of VIP Escorts with dates	
5	No. of Bank/Cash Escorts attended to: with date	

3. Guard Duty

1	Guard duty period (from…….. to……..) Performed at Sub-Jail/Dist. Treasury/Arms quoth /District AR Guard/DPO guard/SsP/CsP Office guard/VIP guard duty.	

4. **Village Police Officer**

1	Name of the village and No. of visits made to the village with dates.	
2	Useful information gathered from the village	
3	Meetings held with village elders.	

5. Training

1	DTC/PTC training underwent	
2	Name of the Topic, duration and performance.	

6. Process Duty

1	No. of Summons entrusted by SHO	
2	No. of Summons served	
3	No. of NBWs endorsed by SHO for execution with names	
4	Names of persons against whom NBWs are executed.	
5	NBWs with names returned with reasons	
6	Whether monthly examination attended	

7. Job verification/Passport verification

1	No. of Job verifications reports done	
2	No. of Passports verification done	

8. Assistance in Case investigation

1	No. of cases assisted the Investigating officers (with Cr. Nos. ..... PS .....)	
2.	Crime Numbers where investigation is entrusted to HC/ASI like 174 Cr.PC, missing person cases etc.,	

9. Duty in search of absconding accused

1.	Names of accused in search of whom he / she is deputed	
2.	Result there of.....	

10. Hospital Duty

1	No. of PME reports/Wound certificate collected	
2.	Cr. Nos. of cases where he / she escorted a dead body to the Hospital for PME	
3	Cr. Nos of cases where injured persons are escorted to hospital.	

11. Court Duty :

1.	**Name of the Court/Duty performed**	

12. Other Duties:

1	**Blue Colts,**	
2	**Mobile patrolling,**	
3	**Highway patrolling,**	
4	**Bandobust,**	
5	**Toll gates etc.**	

13. Any outstanding work done by him/her.

14. Compliance to previous month's instructions of superiors.

Signature
(Name of PC/HC/ASI of Civil/AR
with general number)

A. Remarks of **SHO**
(If SHO is Inspector of Police, He shall make direct entries)

B. Remarks of CI of Police

C. Remarks of SDPO and return to SHO for debriefing.

D. Debriefing of the PC/ HC/ASI by SHO for improvement in performance and to be filled in PC/HC/ASI folder.

E. At the end of each year the Monthly Reports are sent to DPO / CP office while keeping a copy with the PS.

CHAPTER 6

Personal Conduct of Police Officers and Conduct Rules

General Principles of Police Conduct

112-A Conduct Rules of 2014 for All India Services Officers are reproduced which are issued by Government of India, Ministry of Personnel, Public Grievances and Pensions , Department of Personnel and Training, dated the 6th August, 2014 [F.No.11017/1/2014-AIS-III].

The following rules in furtherance of the All India Services (Conduct) Rules, 1968, are amended namely:-

1. (1) These rules may be called the All India Services (Conduct) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the All India Service (Conduct) Rules, 1968, in rule 3(1) after sub-rule (1), the following sub-rule shall be inserted namely:-

(2A) Every member of the Service shall maintain:-

i. High ethical standards, integrity and honesty;

ii. Political neutrality;

iii. Promoting of the principles of merit, fairness and impartiality in the discharge of duties.

iv. Accountability and transparency;

v. Responsiveness to the public, particularly to the weaker section;

vi. Courtesy and good behavior with the public;

In rule 3(2) after sub-rule (2A), the following sub-rule shall be inserted namely:-

(2B) Every member of the Service shall :-

i. Commit himself to and uphold the supremacy of the Constitution and democratic values;

ii. Defend and uphold the sovereignty and integrity of India, the security of State, public order, decency and morality;

iii. Maintain integrity in public service;

iv. Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;

v. Declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;

vi. Not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties;

vii. Not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;

viii. Make choices, take decisions and make recommendations on merit alone;

ix. Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;

x. Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices

xi. Maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;

xii. Be liable to maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gains to any person;

xiii. Perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

112-B. In *Vineet Narain Vs Union of India*, the following seven ethical principles are laid down by the Hon'ble Supreme Court of India for following them in Public Service delivery (AIR 1998 SC 889 P.917)

(i) **Selflessness**

Holders of public life should take decisions solely in terms of public interest. They should not do so in order to gain financial or other material benefit for themselves, their family or friends.

(ii) **Integrity**

Holders of public office should not place themselves under any financial or other obligations to outside individuals or organizations that might influence them in the performance of their official duties.

(iii) **Objectivity**

In carrying out Public business, including making public appointments, awarding contracts, or remembering individuals for rewards and benefit, holders of public office should make choices on merit.

(vi) **Accountability**

Holders of Public Office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

(v) **Openness**

Holders of Public Office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when wider public interest clearly demands

(vi) **Honesty :**

Holders of Public Office have a duty to declare any private interest relating to their public duties and to resolve any conflicts arising in a way that protects public interest.

(vii) **Leadership:**

Holders of Public Office should promote and support these principles by leadership and examples.

Annual Return of Assets and Liabilities:

112- C In accordance with Sec 59 of the Lokpal and Lokayuktas Act 2013 r/w Sec 44 & 45, the Central Govt vide G.S.R.501 (E) dt.14-9-2014 of DOPT, Dept of Personnel and training, issued notification called the Public Servants (Furnishing of information and annual return of Assets and liabilities and the limits for exemption of assets in filing returns) Rules 2014. According to these rules 2014, every public servant shall file declaration, information or return, as the case may be regarding his assets to the competent authority as referred to in Sec 2(1)(c) on or before 31st July of that year.

112- D

1. All Police Officers shall abide by AP Civil Service (Conduct) Rules 1964. All police officers shall at all times maintain absolute integrity and devotion to duty and shall do nothing which in unbecoming of a police officer. A police officer shall perform a task assigned to him within the time set for purpose and with the quality of performance expected from him.

2. All police officers shall enforce the law firmly and impartially, without fear or favour, malice or vindictiveness. A police officer shall not evade his responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of duties and responsibilities.

3. The police officer shall not take law into his hands while discharging his duties.

4. The police officer should as far as practicable, use the methods of persuasion, advice and warning in enforcing the laws or maintaining order. When the use of force becomes inevitable, the minimum of force required in the circumstances should only be used.

5. The efficient performance of the police force to a great extent depends on co-operation it enlists from public. Their conduct and actions should be so, that the public repose their immense confidence and respect on police.

6. The Police shall always place duty before self, should remain calm and good humoured whatever be the danger or provocation and should be ready to sacrifice their lives in protecting those of others.

7. The police officers must keep their lives scrupulously clean, develop self-restraint, be truthful and honest in thought and deed, in both personal and official life, so that the public may regard them as exemplary citizens.

8. The police officer should strive continually to rise above personal prejudices, promote harmony and the spirit of common brotherhood amongst all citizens, transcending religious, linguistic and regional or sectional diversities and to denounce practices derogatory to the dignity of women and disadvantaged segments of the society.

9. The Police Officer shall be child –friendly, with victim-centric, citizen-centric approach in public service delivery.

10. The Police Officer shall be 'truthful' in maintaining all police records, documents, electronic- data entry and shall not resort to burking of crime or suppression of facts/evidence.

11. A Police Officer shall not commit acts of moral turpitude (a conduct which does not befit a person of his present avocation or employment) or exhibit misconduct.

Personal Conduct of Police Officers on duty

113-1. Promptness and courtesy: No police officer shall

(A) In the performance of his official duties act in a discourteous manner.

(B) In his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delay in disposal of the work assigned to him.

2. Prohibition of sexual harassment of women: Sexual harassment at work place is punishable u/s 354-A IPC(Cognizable/Bailable).

No police officer shall in the performance of his official duty act in a discourteous and discriminate manner with any women whether connected to his work, or otherwise. No police officer shall indulge in sexual harassment either directly or by implication. Sexual harassment encompasses any unwelcome activity either directly or by implication which may include (a) physical contacts and advances; (b) demand or request for sexual favours (c) sexually coloured remarks (d) exhibiting any-thing pronographical in nature or (e) any other unwelcome physical, verbal, or non-verbal conduct of sexual nature. The offence under Sec 354 A IPC is punishable upto 3 years or with fine or with both.

3. As regards 354 A. IPC, the offence is punishable upto 1 year or with fine or with both. **Non-registration of case u/s 354, 354B 370, 370A, 376, 376A, 376B, 376C, 376D, 376E, Sec 326A, 326B IPC by Police is punishable u/s 166 A IPC with imprisonment for a period not less than 6 months which may extend to 2 years and fine.**

4. Strikes: No police officer shall participate in any strike or similar activities or incitement thereto nor shall participate in any demonstration which is against the interest of the sovereignty of the country or public order. (Ref : The Police Forces Restriction of Rights Act, 1996).

5. Prohibition to consume intoxicating drinks and drugs: The police officer shall not consume any intoxicant or drugs while on duty whether in uniform or otherwise. The provisions of law relating to prohibition and other intoxicants in force shall be strictly followed by police officers even while not on duty. The police officer shall not bring or allow any intoxicating drinks or drug into any police station or police office or police vehicle except when it is lawfully seized as evidence or is the case property or is being brought to the police station or office or work place for safekeeping in the course of his duty.

6. Misrepresentation and falsification: The police officers shall not wilfully misrepresent nor falsify any information under any circumstances.

7. Association with undesirable organisations: No police officer shall affiliate with or become a member of any group or organisation which will in any way interfere with the performance of his duties.

8. Smoking: Smoking is not permissible for police officers during direct contacts with the public and in all public offices and other non-smoking areas.

9. Visiting public places of doubtful reputation: Except in matters of duty, police officers shall not visit any bar, hotel, lodge, or other establishment suspected by the police as a place of actual or probable violations of law or a place that is frequented by known criminal and anti-social elements.

10. Association with criminal elements: No police officer shall knowingly associate with criminals, anti-social elements, communal bodies, or those groups which advocate hatred, persecution or oppression of any person or group, unless such association is specifically required in the performance of overt or covert duty.

Off-Duty

11. While off duty the police officer shall conduct themselves as though he was on duty as police officer by law are expected to be on duty 24 hours.

12. A police officers may act in his official capacity while off duty, if he comes to know of an incident which requires immediate action by police and time is the essence to safeguard life or property. Such police officer should give a report in writing, at the earliest to his superior officer and the concerned police station, on the action taken by him.

13. The police officer may carry firearms issued to him while off duty only if he is unable to return the weapon issued to him unless otherwise permitted to retain such weapon for his safety or any other specified reason. The police constables and other officers to whom fire-arms, particularly muskets or rifles or automatic weapons are issued, should before going off duty deposit the weapons in the concerned unit. The police officer may, only if specifically authorized, should carry arms and ammunition while off duty. The revolvers, pistols and other similar small arms issued to officers of rank of SI and above may be retained, if they feel it necessary to keep them. They should, however, make an entry of the

fact in the concerned record. The arms issued must be returned to the unit on transfer unless specifically permitted. The private licenced weapons should not be used while on duty. While off duty, the private weapons under licence, can be carried only for the purpose for which they are licenced.

General Conduct of Police Officers

114-1. **Knowledge of and Compliance with Laws and Rules**: The police officers should acquire and maintain a working knowledge of Constitution of India, Central laws and laws of the State, or local laws and orders, procedures and policies of the AP Police and all its wings. They should in letter and spirit comply and obey various rules and regulations while on or off duty.

2. **Reporting Activities of Criminals:** All Police Officers should keep the superior officers informed about information relating to any offence or of any criminal or unlawful activity or about any/suspect that came to their notice.

3. **Leaving the jurisdiction:** While on duty, no officer will leave his place of work, station/Headquarters without permission of a superior except in the immediate pursuit of a person to be arrested or recovery of stolen property or preservation of evidence.

4. **Disclosure of Information**: Officers shall not divulge any information pertaining to official work of the department, to any unauthorised person which may include individuals who are not his superior or a police officer, prosecutor, judicial officer, or any other person who is not legitimately concerned with the matter.

5. **Tampering of Police Records:** Officers shall not alter, forge or tamper with any police record, report, case diary or other departmental/official documents. They shall also not make any false official reports or knowingly enter or cause to be entered into any police records or reports any inaccurate, false, improper or irrelevant information.

6. **Use of Reports, Records and Communications of the Police Department**: Every police officer shall ensure that various records maintained by the department are used only for authorized purposes. No information contained in their records or in any other official communication should be communicated to any unauthorized person. Any communication

with Army with reference to police records or reports can be made by the designated police officers only and not by those who may be officially connected with their maintenance or up-keep or otherwise. Copies of all communications sent to the army should be maintained in the concerned police unit.

7. **Removal of Records**: No departmental record (whether kept on paper or electronically) or file shall be removed from the building or office without the written permission of the competent authority nor shall any departmental records be copied for any purpose without the permission of the competent authority or as provided by law or standing instructions. The officers, on their transfer, should hand over all records to his relieving officer forthwith and shall not keep any file or record with them except the handing over lists of files and properties. Any violation of this will attract disciplinary and/or criminal action. The relieving officer, in the event of the relieved officer not handing over records as per rules shall, make an inventory of all records, property and all other material as available in the concerned office and forthwith intimate the fact to his next superior in writing, enclosing a copy of the inventory. If he fails to do so the responsibility for non-availability or loss or misuse of any items shall be on him.

8. **Informing the superior**: A police officer should keep his immediate superior officer informed of any enquiry/investigation against a police officer, magistrate/judge, medical officer, prosecutor or member of an elected body.

9. **Relations with public**: The police officer shall bear in mind that they are to serve the public. Therefore, rudeness or arrogance are inappropriate while dealing with members of public. They shall be courteous, helpful and sympathetic in their behaviour as would be appropriate in each situation. Making people wait unnecessarily on the police premises shall be avoided. In genuine cases where police are not the proper authority to help, due courtesy should be shown in referring them to the appropriate authority. If such persons are unaccompanied, elderly, poor, handicapped, or women, they may be helped to get in touch with the concerned authorities. While answering telephone calls or giving replies, civility and respect should be shown. They shall be helpful to the complainants, witnesses and victims who require their immediate help or protection. They should endeavour to return the recovered property to the owners/

complainants u/s 451 Cr.PC. But they must be strict and firm with suspects and accused within the framework of laws. They must be especially courteous in their dealings with media, aged women, children, destitutes, and member of weaker sections, public representations, foreigners and tourists. They must conduct 'community contact committee meetings and enlist co-operation from community contact committee members in crime prevention.

10. **Relations with media** : All police officers, specifically authorized to do so, shall extend cooperation to members of the news media, consistent with the department's policy, instructions and guidelines, provided the investigation or prosecution of any case or matter under enquiry/ investigation is not jeopardized.

Relation with members of the State and Union Legislatures

Consolidated Guidelines/instructions on observance of Protocol Courtesies by the Government officials while dealing with the Members of Parliament/State Legislature (MPs/MLCs/MLAs) and other VVIPs.

115 When a Member of the Parliament or State Legislature comes to see him, an officer should raise from his seat to receive the member and to see him off.
(Annexure to G.O.Ms.No.348, G.A. (Poll.A) Dept, dtd.26-06-2012, Govt. of AP)

1. Correspondence with Members of Parliament / State Legislature:

a. Communications received from a Member of Parliament / State Legislature should be attended to promptly.

b. Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by the Minister or the Secretary himself as the case may be.

c. Where a communication is addressed to the head of an institution or to a subordinate or to District Office etc., it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the

minimum level at which such replies are sent to Member of Parliament / State Legislature is that of Assistant Secretary and that also in a polite letter form only.

d. Information sought by a Member of Parliament / State Legislature should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament/State Legislature.

e. While corresponding with Members of Parliament / State Legislature, it should be ensured that the letter is legible. Pre-Printed or cyclostyled replies should be scrupulously avoided.

2. Representations/Letters received from the Members of Parliament / State Legislature

a. The Representation / Letter received from a Member of Parliament / State Legislature, be first acknowledged promptly by the Minister / Secretary to Government concerned and action taken on the representation be communicated to them within 15 days from the receipt of the representation/letter.

b. Where delay is anticipated for want of a report from the Directorate / District Office or a policy decision is involved, an interim reply should be sent within (2) months and a final reply should be sent within (3) months.

c. Where the matter involves issue of policy not yet settled and it is embarrassing to give a categorical answer, it should be enough to say that the matter is being looked into.

d. When an Officer is unable to accede to the request or suggestion of a Member of Parliament or State Legislature, the reasons for the inability to do so should be courteously explained to him and where compliance with his request for information would be inexpedient, the official should send a courteous reply that he is unable to furnish the information.

e. If any such communication is wrongly addressed to a Department / Office, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.

f. References from the Committees of Parliament / State Legislature must be attended to promptly. A Senior Officer at the level of Joint Secretary or equivalent should be charged with the responsibility for ensuring this.

g. The Special Chief Secretary / Principal Secretary / Secretary to Government of each Department of Secretariat, Heads of Departments and the District Collectors should periodically review the status of the letters/representations of the MPs/MLCs/MLAs and ensure prompt reply to the Members.

h. **Representations at District Level**: All the District Collectors and the District-level Officers shall register the representations received from MPs/MLCs/MLAs in a separate register to be maintained for the purpose. The action taken on the representations registered shall be reviewed by the District Collector / Joint Collector / DRO once in a month and a reply be sent to the concerned MP/MLC/MLA on the stage of action besides acknowledging the representation at the first instance. In addition to this, an action taken report (ATR) may be circulated to the concerned MP/MLC/MLA in the DRC meeting. The concerned District-level Officer of the Department shall take similar action in respect of the representations concerned to them.

i. **Representations to Cabinet Ministers**: Each Secretariat Department shall nominate a Joint / Deputy Secretary of the Department as a Special Officer to monitor the representations received from MPs/MLC/MLAs addressed to the Cabinet Ministers. Besides acknowledging receipt of the representation, the Special Officer shall keep the MP/MLC/MLA informed of the latest stage of the action on the representation. The OSD / Private Secretary of the concerned Cabinet Minister shall also liaise / coordinate with the Special Officer in this regard.

j. Failure on the part of the Ministers / Officials to reply to the letters addressed by the Members of Parliament / State Legislature will legitimately be construed as an act of discourtesy.

3. Information sought by the members of Parliament / State Legislature

a) When a request for information or statistics relating to matters of local importance is received from Members of Parliament / State Legislature, it should be furnished to the Members. The information so supplied should be specific and answer the points raised.

b) The District Collectors may, ordinarily, furnish Members of Parliament / State Legislature at their request with information within their cognizance such as statistics or facts relating to local matters or public concern.

c) No information shall ordinarily be given except by the principal officer of a Department in the District.

4. Personal visits / Interviews of Members of Parliament / State Legislature

a. Government servants should show courtesy and consideration to Members of Parliament / State Legislature.

b. When a Member of Parliament / State Legislature comes to see him, an officer should be courteous and rise from his seat to receive the member and to see him off.

c. While the Government servants should consider carefully or listen patiently to what the Members of Parliament / State Legislature may have to say, the Government servant should always act according to their own judgment and as per the rules.

d. For purpose of interview, Members of Parliament / State Legislature should be given preference over other visitors and they should not be made to wait, in any circumstances. In very rare cases where an officer is unable to see a Member of Parliament / State Legislature, at a time about which he had no previous notice, the position should be politely explained to the Member and another appointment fixed in consultation with him.

e. Whenever a Member of Parliament / State Legislature visits the senior officials like Director General of Police, Principal Chief Conservator of Forests, Special Chief Secretary / Principal Secretary / Secretary to Government, they should try to see the Public Representative immediately, if not in any urgent official meeting, and give top priority to the public issues represented to them. If the said officials are busy in any important official meeting, a convenient appointment should be given to the Member at the earliest opportunity and take immediate action on the representations received from them.

f. Where for unavoidable reasons, which should not arise, the officers are unable to grant interviews to Members of Parliament / State Legislature during office hours even though it be beyond the hours fixed for interview, they should be so intimated politely only at the instance of interviewing officers and not by the stenos or receptionists or their own accord.

g. Any deviation from an appointment made with a Member must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.

5. Telephone calls from the Members of Parliament / State Legislature

a) The Senior Officer should respond to the telephone calls received from the Members of Parliament / State Legislature representing on public issues. If they are not in a position to respond immediately, they shall do so at the earliest opportunity by calling them back. The personal staff of the officer shall inform about the calls received from MPs/MLCs/MLAs during the absence of the officer and call them back.

b) The Officers should not ignore telephonic messages left for them by the Members of Parliament / State Legislature in their absence and should try to contact at the earliest the Member concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority.

6. Reception

Whenever there is a visit of VVIP or VIP in the District, a Committee shall be constituted with an officer not less than the rank of R.D.O. and Deputy Superintendent of Police to receive the Hon'ble M.Ps./M.L.Cs./ M.L.As. to usher them to their respective designated seats.

7. Designated seating

Designated seats should be arranged for Members of Parliament / State Legislature duly fixing the name cards in the first row at the meetings of DRDA/ZP/DDRC/Municipal Councils particularly by arranging seats by the side of the Chairperson in the Municipal/Mandal Level meetings, Land Assignment Committees, Food Advisory Committee etc. The designated seating arrangements be also made for the Legislators at State and National Level functions.

8. Protocol arrangements at commercial airports

Proper protocol arrangements should be made at Commercial Airports like Tirupati, Visakhapatnam etc., for Members of Parliament / State Legislature to receive the Chief Minister and other VIPs. The District Administration should also finalize appropriate reception areas for Members of Parliament / State Legislature in consultation with CISF and

Police and keep senior officers from Police and Revenue Departments to identify the Members and to guide them to the designated places.

9. Public functions

a) The Members of Parliament / State Legislature of the area should invariably be invited to public function organized by a Government office.

b) The Local MP/MLC/MLA should be consulted/informed about the date and time of official functions like laying foundation stones, inaugurations, distribution of house pattas, lands etc, organized by the Government by a senior official of the Department concerned.

c) At public functions, seats befitting their positions should be reserved for Members of Parliament / State Legislature. Where any such function is presided over by an officer, Members of Parliament / State Legislature present should be given seats on the dais.

d) Invitations for such functions, if not printed, should be in the form of demi-official letters addressed by the highest officer arranging the function and should be politely worded. When any meeting convened by Government is to be attended by Members of Parliament / State Legislature, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting and it should be ensured that there is no slip in any manner of detail, however minor it may be.

e) In Public functions, prominence should be given to Members of Parliament / State Legislature and Non-Officials.

f) Names of the local MP/MLC/MLA should be incorporated on the invitations and also be inscribed on the plaques.

g) Participation of Ex-Ministers/Ex-MPs/Ex-MLCs/Ex-MLAs.Before finalizing such a public function, it is essential to obtain permission of the concerned Department and it is desirable to associate the sitting MP/ MLC/MLA from the area also in such an event.

h) Any facility (asset) which is ready for use should be put to use and a formal inauguration or dedication to the nation may be done whenever it is convenient to the VIP.

i) Public Servants should avoid projecting themselves at public functions. They should always defer to people's representatives in public functions. The Secretaries / Heads of Departments / Collectors or any other public servants should not inaugurate or lay foundation stones for public facilities. This should be brought to the notice of all field officers.

10. **VIP/VVIP Visits** : All the Members of Parliament / State Legislature (MPs/ MLCs/ MLAs) should be informed of the visits of the Chief Minister, Deputy Chief Minister, Cabinet Ministers and other VVIPs well in advance.

11. Government Servants :

a. A Government servant should not approach MPs/MLCs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence and he / she is prohibited under the Conduct Rules e.g., Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules / Andhra Pradesh Civil Services (Conduct) Rules, 1964.

b. No Government Servant shall, in the performance of his official duties, act in a discourteous manner.

c. No Government Servant shall, in his official dealings with the public or otherwise, adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

Issue of Certificates of Character and Work

116- 1. No police officer shall grant in his personal capacity any certificate of conduct or character to any person other than his subordinates.

2. Officers shall not endorse or subscribe to any testimonial or advertisement or any commodity or commercial enterprise, nor shall they permit their name or photograph to be used for advertising purposes, if such endorsement, testimonial or advertising implies that they are acting as an official representative of the Department. In no case shall any testimonial, endorsement will have the photograph of the officer while the officer is wearing any part of his official uniform or while the officer is on duty.

(G.O.Ms.278, Home (Pol.C), dt. 22.5.1951)

3. No certificate regarding the work of any subordinate shall be granted by any police officer below the rank of a police officer who is in charge of the maintenance of the personal file of the subordinate concerned, and such

certificate shall conform to and be consistent with the entries in his personal file.

4. No police officer shall suggest, recommend or otherwise promote the services of an advocate, surety, transport or other agencies, contractors, vendors, suppliers, physician or other service to any person with whom he has official contact. They shall not recommend any person or business to any local Authority, State or Central agency regarding the issuance, revocation or suspension of any license or permit except in discharge of official duty.

Communication with Government and with Higher officers

117-1. No police officers shall correspond directly with the Government in any matter relating to his official duties except as provided in the rules and orders issued from time to time. He shall on no account address the Government directly on personal matters. Any such representations can be made through proper official channel.

(Refer Govt. Memo. 4483/57-4, G.A.(Ser.C), dt. 19.2.1958)

2. It is not a desirable practice for government servants to approach ministers and higher officers to ventilate their grievances for redressel. A government servant intending to see a minister should obtain prior permission of the head of the department. A government servant intending to see an officer higher than the one to whom he is directly responsible for representing his grievance should obtain prior permission of his immediate superior officer. However, the higher officer in such cases may overrule the decision of the officer who refused the permission and grant interview to subordinate or permit making a written representation.

3. Police officers of all ranks may apply through laid down procedure through their superior officer for any post within and outside the department. The senior officers are prohibited from recommending subordinates for particular posts otherwise than as provided in the rules or unless ordered to do so by the authority empowered to fill such posts.

4. Police officers of all ranks are forbidden to approach officials of other departments and non-officials to canvass and lobby in furtherance of individual claims or obtaining redressal of their grievances and more specifically in respect of duties, postings, promotions, awards and disciplinary proceedings for him or others. No Police Officer shall solicit the aid of any individual or group outside the department for assistance in procuring a transfer, assignment of a particular duty or promotion for himself or others.

5. Police officers are forbidden to approach members of the Union or State Legislatures with a view to having their grievances made the subject of discussions in the Parliament or State Legislatures.

Petition to the Government - Instructions regarding submission and receipt of petitions addressed to the Government.

(GO Ms. No. 1433, General Administration (Service-C) Dt : 22.9.1958).

118-1. The Government has directed that instructions regarding submission and receipt of petitions and other papers of the same class addressed to the Government shall be followed. These instructions, however, do not apply to statutory appeals under the "Andhra Pradesh Civil Service" (Classification, Control & Appeal) Rules, 1991

(G.O.Ms.1433, G.A.(Ser.C), dt. 29.9.1958)

2. Any employee having cause of complaint against any condition of service should seek redressal from the departmental authorities first and, if he is dissatisfied with the decision of such authorities, he can approach the next higher authority including the Government. Such representations should, however, be submitted to the Secretary to the Government through the proper channel. The representations should neither be sent to the Government directly nor addressed to the Minister. No petition lies to the President or the Prime Minister of India from a Government servant of the State or an ex-employee of the State Government about the conditions of his service. Any violation of the above instructions will entail severe disciplinary action against the employee.

(Govt. Memo. 4425/57-3, G.A.(Ser.C), dt. 29.2.1958)

3. The Government have decided that applications of Government servants for appointment under foreign governments, i.e., outside the Indian Union, in response to advertisements should not be forwarded unless otherwise specifically permitted by instructions. If, however, a foreign government approaches the Government of India and the latter addresses the State Government, names of suitable officers can be recommended.

Permission to sue Government

119-1. Government servants seeking a redressal of their grievances arising out of their employment or conditions of the service should, in their own interest and also consistent with official propriety and discipline, first exhaust the normal official channel of redressal before they take recourse to a court of law.

(G.O.Ms.949, G.A.(Ser.A), dt. 15.6.1950)

2. Whenever a government servant ask for permission to sue the government in a court of law for the redressal of his grievances either before exhausting the normal official channels of redress or after exhausting them, he may be

informed that such permission is not necessary and that, if he decides to have recourse to a court of law, he may do so on his own responsibility.

Restriction of Rights

120. Police officers are governed by the provisions of the Police Forces (Restriction of Rights) Act 1966. As per the provisions of the Act, no member of a police force shall, without the express sanction of the Government or of the prescribed authority,

A. be a member of, or be associated in any way with, any trade union, labour union, political association or with any class of trade unions, labour unions or political associations; or

B. be a member of, or be associated in any way with, any other society, institution, association or organisation that is not recognized as part of the force of which he is a member or is not of a purely social, recreational or religious nature; or

C. communicate with the press or publish or, cause to be published any letter or other document except where such communication or publication is in the bonafide discharge of his duties or is a purely literary, or artistic character or is of a prescribed nature.

[Explanation: If any question arises as to whether any society, institution, association or organisation is of a purely social, recreational or religious nature the decision of the Government thereon shall be final.]

D. shall participate in, or address, any meeting or take part in any demonstration organized by anybody of persons for any political purposes or for such other purposes as the case may be.

E. Any person who contravenes the provisions of the Act can be prosecuted in a Court of Law and may be punished with imprisonment for a term, which may extend to two years or with fine or both.

Courtesies and Compliments in Police on Ceremonial Occasions

121-1-

A. The police officers of all ranks must understand that a salute and the response to it is the military and police method of greeting superior or returning the greetings of junior. It is an outward sign of discipline and mutual respect for all officers. For the method of paying compliment,

receiving them while in uniform or on parade etc. the training manual may be referred.

B. All police officers must, therefore, smartly acknowledge the salute. To acknowledge a salute by raising a stick, or by an indifferent gesture of the hand, or with the disengaged hand in the trouser pocket, is unbecoming of a police officer. It is not only a matter of condescension but a bounden duty of police officers to return the salutes of subordinates in a proper manner.

C. The salute will be given and returned with right hand. Where, however, a salute with the right hand is impossible due to physical incapacity, the salute will be given with the left hand.

D. The police officers will salute when passing, addressing or being addressed by police officer senior to them in rank; whether in uniform or in plain clothes.

E. Police officers in uniform will salute all civil gazetted officers of the Government and Commissioned officers in uniform of the Navy, Army, Air and Auxiliary forces who are higher in rank than themselves when addressing them or being spoken to by them.

F. All police officers in uniform will on entering the Court salute the presiding Judge or Magistrates, when the latter are on Judicial duty.

G. If the nature of the duty, for instance traffic regulation, or other special circumstances make it impossible to salute, such police officer need not be required to salute unless spoken to by a person entitled to receive a salute.

H. When without the head-dress, a police officer when passing an officer entitled to salute will cut his hands to his sides and turn his head and eyes to the flank on the left/right foot and so remain for six paces, when he will turn his head to the front; and when spoken to or passed by an officer he will stand to attention.

I. When a senior officer enters a room in a Police Station or class room, the police officers in the room will stand to attention until they are told to resume their seats. The senior officer present will call the others to attention; otherwise, the first man who observes any senior officer entering a room should give notice to others by calling them to attention.

J. When two or more officers are together, only the senior, whether in uniform or not, will return the salute.

K. When at a ceremonial parade the command "Rastriya (National) Salute—Salami Shastr" is given and the National Anthem is not played, all Police Officers present but not on parade will stand to attention until the order "Kandhe-Shastr" is given. When, however, the National Anthem is played all officers of and above the rank of sub-Inspector not on parade, except those officers attending or accompanying the personage taking the salute, will salute. Other non-gazetted officers will stand to attention without saluting. Officers attending or accompanying the personage will stand to attention but will not salute. All who are not wearing uniform and are wearing hats, will doff the latter when the National Anthem is played, while standing to attention.

L. **National Flag:** Indian National Flag represents the hopes and aspirations of the people of India. It is the symbol of our national pride. There is universal affection and respect far and loyalty to the national flag. Display of National flag is governed by the provisions of the Emblems and Names (Prevention of Improper Use) Act 1950 (Act No.12 of 1950) and the prevention of insults to National Honour Act 1971 (Act 69 of 1971) and Flag code of India 2002. Part II of the Code is devoted to the display of National Flag by member of public, private organisationss, educational institutions etc.

The colour of the top panel is saffron (Kesari), bottom panel is India green, the middle panel shall be white and bearing at its centre the design is Ashoka Chakra is Navy blue colour with 24 equally spaced spokes. Ashok Chakra should be screen printed so that it is visible on both sides of flag.

National Anthem

121-2. The following rules will also be observed when the National Anthem is played:

A. While on parade, all officers of the rank of Sub-Inspector and above will salute and the men will come to attention. This does not apply to ceremonial parade when men will present Salami Shastr.

B. While on the move, the party commander will halt the party. If the party is commanded by a Head Constable, the Head Constable alone will salute, whereas the rest of the men will remain at attention (Savdhan).

C. If standing in an organized party, the salute will be given only by the officers of the rank of Sub-Inspector and above, except that a Head Constable will salute, if he is in charge of a party, and the others will come to attention (Savdhan).

D. All ranks wearing Indian-style civilian dress will stand to attention (Savdhan).

E. All sentries on duty will assume 'Kandhe-Shastr' position (Slope Arms).

F. All Officers carrying a drawn sword will remain at the carry.

G. When Police are posted for street lining on public occasions such as Presidential and gubernatorial visits, mounted and dismounted officers of and above the rank of Inspector will salute every member of the President's family, the Governor or other distinguished personage for whom the occasion is held, the colours of the Navy, Standards and colours (uncased) of the Army and Air Force, and senior Police Officers. Police officers below the rank of Inspector will not salute but stand to attention (Savdhan).

Police Conduct Rules

122-1. Members of the Indian Police Service are governed by All India Services (Conduct) Rules, 1968 and amendment Rules 2014 which may be referred to for details and executive instructions issued under these Rules by Government of India.

(G.O.Ms.No. 468 G.A. (Services-C) Dept., Dt. 17-4-1964)

2. Officers of Andhra Pradesh Police Services and officers of various other services working in Andhra Pradesh Police Department and AP Police Subordinate Services are governed by the A.P. Civil Services (Conduct) Rules 1964. The important rules and norms of personnel and official behaviour to be observed by police officers of all ranks while on or off duty are enumerated briefly in this chapter. However, for any details the relevant rule and government order may be reffered to. The performance of every officer whether for recognition or for disciplinary action shall be judged on the basis of these principles. The important among the conduct rules relate to :

a. Taking part in politics and elections; public demonstration

b. Connection with media

c. Unuthorised communication of information

d. Collection of subscription

e. Acceptance of gifts, gratuties, rewards and any other honour

f. Private trade and employement

g. Investment, lending and borrowing; speculation

h. Insolvency and habitual indebtedness

i. Acquisition and sale of any immovable or movable property.

j. Consumption of intoxicating drinks or.

k. Prohibition of plural marriages and giving or taking of dowry.

Rules governing the conduct of Police Officers

123. Police officers irrespective of rank or post or wing to which they belong should familiarize themselves with this Code of Conduct. They are personally responsible for their observance. Reserve Inspectors in District Armed Reserves, Officers in-charge of companies of the Andhra Pradesh Special Police Battalions and the Station House Officers in-charge of Police Stations, officers of the rank of Inspectors of all branches of police are personally responsible for satisfying themselves that those working under them clearly understand the provisions of the Code of Conduct. The following conduct rules and the Code of Conduct prescribed herein are of particular importance and they should ensure their strict compliance. Any violation should be reported to the competent authority for necessary action, or corrected and dealt with where they themselves have authority to do so.

1. Every member of the Police Department, to whom A.P.C.S (Conduct) Rules, 1964, will apply, shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety. He/she shall not behave in a manner which is unbecoming of such member or derogatory to the prestige of Government. He shall not act in a manner which will place his official position under any kind of embarrassment.

2. The member of the force shall not act otherwise than in his best judgment except when he/she is acting under the direction of his superior officer and shall, where he/she is acting under such direction, obtain the direction in writing, where ever practical, and where it is not practicable in obtaining the direction in writing, shall obtain written confirmation of the direction as soon thereafter as possible. It shall be incumbent on such superior officer to confirm in writing the oral directions given by him and in any event, he shall not refuse such written confirmation where, a request is made by the member of the force, to whom such direction was given.

3. Every supervisory officer shall take all possible steps to ensure the integrity and devotion to duty of all members of the Departments for the time being under his control and authority.

4. The members of the Department are prohibited from joining or continuing to be a member of an association, the objection or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public order.

5. All members of the Department should be prompt in discharge of their duties and be courteous with men and officers.

6. All the members of the Department are prohibited from participating in strike, or similar activities or incitement or any demonstration, which are against the interests of the sovereignty and integrity of the Government, State or Central

7. The provisions of Police (Incitement of disaffection) Act, 1922 shall apply to the members of the Department.

   NOTE : Under Section 3 of the Police (Incitement to disaffection) Act, 1922 (Central Act 22 of 1922), whoever intentionally causes or attempts to cause or does any Act which he knows is likely to cause, disaffection towards the Government establishment by law in India amongst the members of a Police Force, induces or attempts to induce, or does any act, which he knows is likely to induce any member of a Police Force to withhold his services or to commit a breach of discipline, shall be punished with imprisonment, which may extend to six months or with fine which may extend to two hundred rupees or with both.

8. The members of the Department shall not indulge in sexual harassment of working women (punishable u/s 354 A IPC)

9. The members of the Department are prohibited from accepting any gifts from persons for official obligations. They shall not permit any members of his family to accept or receive any gifts on behalf of the Employees of Police Department.

   NOTE : The above restriction, however does not apply to the gifts given to the members of the Department or his family members at Religious, traditional, customary, auspicious functions. But such gift shall not be of speculative character.

10. The members of the Department shall inform the Appointing authority within fifteen days from the date of receipt of any foreign currency of foreign goods of value of more than Rs.10,000/- by the member or any of

his family members or any person on his behalf. The particulars should be furnished in the ANNEXURE-III prescribed in A.P.C.S (Conduct) Rules, 1964.

11. The members of the Department are prohibited from raising any subscriptions in the form of Money or items from any persons, shops, establishments, industries or institutions, companies, undertakings etc. It applies to the family members of the Department also.

12. The members of the Department are prohibited from lending or borrowing any amounts from anybody. However, this prohibition does not apply to members or officers, who are elected as office bearers of a co-operative society, which is registered under Co-operative Societies Registration Act, 1964 and where financial transactions are carried out by them in the capacity of office bearers /E.C Members/Directors/Managers of the Society.

13. The members of the Department should manage their affairs to avoid habitual indebtedness or insolvency.

    They should report to the Head of the Department immediately in cases, where any legal proceedings are instituted against them in regard to their insolvency.

14. The members of the Department should submit prior intimation to the Head of the Department / Unit before they acquire or dispose of any immovable property anywhere in the country.

    Even when the family members acquire or dispose of any immovable property, such prior information is necessary.

15. If the transaction is conducted through a regular or reputed dealer, prior information will be sufficient and the particulars of the transaction shall have to be furnished in the prescribed format.

16. If the transaction is conducted otherwise than with a regular or reputed dealer, prior permission is required, according to the provisions contained in Rule-9 of A.P.C.S (Conduct) Rules, 1964.

17. When a member of the Department enters into a transaction concerning with any movable property, whose value exceeds Rs.1.00 lakh, the member shall inform the Head of the Department (HOD) / Head of the Unit (HOU), about such transaction. If the transaction is conducted otherwise

than with a regular or reputed dealer, prior permission of the HOD/HOU is required.

18. The members of the Department are prohibited from purchasing any movable or immovable properties, which are auctioned by the Department in which they are employed, except with the sanction of the Government.

Submission of Property Statements

19. (A) All the members of the Department, on their first appointment to the Government Service shall submit to the HOD/ HOU, a statement of all immovable property/properties irrespective of its value and movable property / properties whose value exceeds one lakh, owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family in the forms prescribed in Annexure I and II separately.

(B) **Yearly Returns** :

All the members of the Department shall also submit to the HOD / HOU before 15th January of each year in the forms given in Annexure-I & II, the particulars of all immovable properties and movable properties, whose value exceeds one lakh purchased, acquired or disposed by the member /member of his family in the year during 1st January till 31st December of a year.

Note : Constables, Head Constables shall also submit property statements / Annual property returns as per Rule-9 of the A.P.C.S (Conduct) Rules, 1964.

20. In addition to Regular returns submitted on or before 15th January, the members shall have to submit a detailed property statement (both movable and the immovable) as and when directed by the HOD

21. All the members of the Department shall render a full account of the cash found in his possession at any time including the source of acquirement.

22. When the HOD/HOU directs, the members of the Department shall have to record in the cash declaration Register about the particulars of cash possessed by them while on duty.

Note : The cash declaration register shall be under the personal custody of the Head of the Unit.

The authorities mentioned in column (3) below are declared to be Government for each of the categories of Police officers mentioned in column (2) other than regulations covered by APCS (Conduct) Rules 1964 and AIS Conduct Rules 1968. (vide Rule 10 clause A (i) & (2), 2B of APCS (Conduct) Rules 1964)

Sl.No	Category	Government
1	DGP / Addl.DGP / CP / IGP / DIGP / SP / Comdts and other equivalent ranks in the state. All IPS Officers	Govt. through proper channel
2	SP. (N.C), Addl SP, Addl Commdts. Comdt. HGs, DSP and all equivalent through proper channel. All Gazetted posts including in Ministerial services	DGP (Head of the Department) ranks in all branches in the Dept
3	Inspector, RI and all equivalent ranks in all wings in the Department and (All Initial level Gazetted posts including in Ministerial service)	Zonal Officers i.e, IG/ DIGP of respective Zone /Ranges, Commissioners of Police and incharge officers of specialized or other wings. (Head of the Department where non zonal officer for state level posts)
4	Sub-Inspector, RSI, ASI/ARSI, HC and PC and their equivalent ranks in all wings / branches of the respective Department (including Ministerial service posts)	CP in cities, SP in the Districts, Commdts. in the Bns & Concerned unit officers of the Wings / Branches in the Department

24. The members of the Department are prohibited from engaging directly or indirectly in any trade or business. The member of the force should inform his HOD/HOU, if any member of his family engages in any trade or business or manages an insurance agency or commission agency. The members are also precluded from investing funds in any trade, business or agencies.

25. The members of the Department are prohibited from taking part in the promotion and management of companies while in service. However, the members can with prior permission of HOD take part in the management of Co-operative societies without any commercial interests.

(G.O. Ms. No 1439 Home (Pol.D) Dept, dt. 27.6.66)

26. The members of the Department are prohibited from taking up any private employment while in service.

    The members of the Department may participate in sports activities, social and charitable services, literary, artistic or scientific matters, without prior permission of HOD but with prior intimation.

27. Officers of and above the rank of SDPO / DSP / ACP / DSRP upto the rank of Addl.DGP can accept honorarium paid by any institution for their services rendered as Guest Faculty.

    Note : Participation in cultural, social or extra-curricular activities, if any, should not be detrimental to the interests of the Department or security duties. The HOD can recall any member from any place or activity and issue direction to resume to duties on priority basis.

28. The members of the Department are strictly prohibited from communicating directly or indirectly any official document or any of its contents, or any official information to any person or press.

29. Publication of Books, Contribution of articles to Press and participation in Television or Radio Broadcast: The Police officers are prohibited from publishing a book, from editing or management of newspaper, television or radio broadcasts and contribution of articles to newspapers and periodicals without the previous sanction of the Government. In such cases he shall submit a manuscript copy of the same to the authority. The said restriction will not however apply where the publication, telecast/broadcast or articles to newspapers or periodicals is purely of literary, artistic or scientific character.

30. The members of the Department are prohibited in participating in Radio Broadcast or Telecast unless otherwise permitted by the DGP or an officer authorized by him on organizational matters. The particulars of the information given in Radio / Television must have been approved by DGP to the extent permissible. Officers of and above the rank of DSP / SDPO / ACP / DsRP are only competent to participate in Radio Broadcast/Telecast.

    The officers participating in the Radio Broadcast / Telecast in connection with any happening should ensure that no part of their talk or message will affect the image of the Department.

31. The members of the Department are prohibited from criticizing the policies of the State or Central Governments either by public utterance or writing to the press.

32. When members of the Department are permitted to give evidence before non statutory committee, commission or other authority, the members, shall not criticize the policy of Central or State Government.

    When the members are summoned for attendance to depose evidence, prior permission should be obtained from the competent authority for leaving Headquarters and for claiming TA & DA under APTA Rules.

33. The members of the service should not be members of any political party or participate in any political rallies.

34. The members should not allow any of their family members to join or associate with any Government, the object of the movement being prejudicial to the interests and security to the State and Union.

35. Member of the Department may cast his vote at any election. But he should not canvas for any candidate. He should not influence to support any candidate.

36. The members of the Department should not display any Election symbol on their vehicles, residence, on his properties or his person.

37. The members of the Department can allow their family members to contest in any election. But they should not canvas for their success.

38. While in service, the Members of the Department are not eligible to contest in any elections to the Legislative Assembly or Legislative Council, or Parliament.

39. The restriction cited in Sub-order (F) does not apply to the Elections conducted for services Association, welfare association and Co-operative Societies of members.

40. The members of the Department are prohibited to approach press or court of law, if any, of their actions have become a subject matter of criticism and defamatory character, when their actions are in the course of their official duties.

    However, they may have recourse to legal action against their opponents, if the acts are done in their private capacity and unconnected with their official duties.

41. The members of the Department are prohibited from accepting any compensation from the opponents for the malicious prosecution initiated against members.

    However, compensation granted by the court of law can be accepted by members under intimation to the HOD /HOU.

42. Every member of the force should inform his higher officer, and HOD, in cases, where criminal cases are registered by Police, ACB, Excise, CBI or any Agency and when they are remanded to judicial custody.

    The member should request the Police officer, who registered the case / The station House officer, to inform the SP / DCP /Comdt. / DIG / DG about his involvement in a criminal case. While furnishing a copy of F.I.R issued in the said case.

    If the case is registered against the Member / Members of the Department on a false complaint and there is no violation of any law on the part of the member of the Department, the HOD will contest the case on behalf of the member / members of the Department by engaging an Advocate.

43. Every member of the service, irrespective of the rank should inform his superior officer, if he is posted to a place where he has to work under his relative. The same condition will apply to higher officers also.

44. The members of the service should not allow any of his family members to work / take employment in any firm or company which has official connections with the Government to ensure no embarrassment to the Member.

45. The members of the service are prohibited from dealing with any matter, which is concerned officially to them. They are otherwise precluded to act as judges in their own service matters.

46. The members of the force should not use any influence or bring pressure on their higher officers in respect of conditions of service, like postings, transfers and promotions.

47. The members of the Department should not send advance copies of their representation to the higher authorities, after submitting the original through proper channel, unless he is informed that his representation is withheld by the forwarding authority.

48. The members of the force are strictly prohibited in contracting second marriage when the wife is living.

49. If in the case of member, his religious law permits second or third marriages, while the first wife is alive, he has to give divorce to the first wife, (Talaq) and then marry another.

50. The above prohibition *mutatis mutandis* applies to women members working in the Department.

51. When the members of the Department seek permission for contracting second marriage, he shall have to produce documentary evidence to prove that his divorce was effected with the first wife.

52. As per AP Civil Services (Conduct) Rules, 1964 No Government servant shall

    i. Give or take or abet in giving or taking of dowry or

    ii. Demand, directly or indirectly from the parents or guardian or a bride or bridegroom as the case may be, any dowry.

    Explanation: For the purpose of this rule "dowry" has the same meaning as in the Dowry Prohibition Act, 1961

    (Central Act No.28 of 1961).

    The Dowry Prohibition (Maintenance of Lists of Presents to the Bride and Bridegroom) Rules, 1985.

    1. The list of presents which are given at the time of marriage to the bridegroom shall be maintained by the bride.
    2. The list of presents which are given at the time of marriage to the bride shall be maintained by the bridegroom.
    3. Every list of presents referred to in sub-rule (1) or sub-rule (2) –

    a. Shall be prepared at the time of the marriage or as soon as possible after the marriage.

    b. Shall be in writing

    c. Shall contain

        i. a brief description of each present.

        ii. the approximate value of the present.

        iii. The name of the person who has given the present, and

        iv. Where the person giving the present is related to the bride or bridegroom, a description of such relationship.

    d. Shall be signed by both the bride and the bridegroom.

53. The members of the Department are strictly prohibited from giving or taking or abet giving or taking dowry, or demand, directly or indirectly from parents or guardian or a bride any dowry.

54. Members violating the above provision are liable for prosecution under Dowry Prohibition Act, 1961 read with Section 498-A of IPC either before celebration of marriage or after the marriage.

55. The members of the Department are strictly prohibited from consuming intoxicating drinks or drugs, while on duty. They should never be found in a public place in a state or intoxicated condition. The members are precluded from consuming intoxicating drinks and drugs in the premises of working unit even when they are availing off.

CHAPTER 7

Transfer and Relief of Officers

Postings and transfers of the officers of the Andhra Pradesh Police Service

124-1 Police Establishment Board (PEB) (G.O.Ms No. 62 Genl. Admn. (SC-C) dept, dated: 7.2.2007, Govt of AP) regulates the transfer of the officers of Police department. In pursuance of orders of the Hon'ble Supreme Court of India WP (civil) No. 310 of 1996 dt: 22.09.2006 and 11.01.2007, Government constituted "Police Establishment Board" with senior Officers of the department for transfer of Officers of and above the rank of Dy. SsP :

(a) Addl. Director General of Police (Law & Order)

(a) Addl. Director General of Police (Personnel)

(b) Addl. Director General of Police (Intelligence)

(c) Addl. Director General of Police (C.I.D)

The functions of the "State Level Police Establishment Board" (SLPEB) are as follows :

a) recommend names of suitable officers through the Head of Police Force to the Government for posting to all the positions in the ranks of and above Additional Superintendents in the police organisation, which may be accepted by the Government unless reasons for disagreement are recorded in writing;

b) recommend names of suitable officers to the Head of Police Force for posting them to all the positions in the rank Deputy Superintendent of Police in the police organization;

c) the State Level Police Establishment Board shall accept and examine complaints from Police Officers against orders issued by the Zonal and Range Police Establishment Boards and make recommendations to the Head of Police Force for appropriate action;

d) study particular problems in respect of Women Police Officers, decide on grievances in respect of the same and submit recommendations;

Fixing of minimum tenure :

2. The Government fixed a minimum tenure of two years to the Police Officers on operational duties in the field like the Inspector General of Police in charge zone, DIG in charge range, SP in charge of

District and Station House Officer in charge of Police Station. (GO Ms. No. 61 of Genl. Admn (SC-C) Dept., dt: 07.02.2007).

However, in case where it is found necessary to remove them prematurely following disciplinary proceedings against them or their conviction in a criminal offence or in a case of corruption or if the incumbent is otherwise incapacitated from discharging his responsibilities, promotion and retirement of the officer, the Government shall have the right to effect the transfer.

Zonal Police Establishment Board and Range establishment Board

3. G.O.Ms. No. 106 Home (Services-II) Department, dated : 29.5.2007, Govt of AP, constitution of Regional and Range Police Establishment Board to deal with the transfers and postings of CIs and SIs respectively communicated vide C.O. Endt. Rc No. 190/G2/2007 dt: 02.06.2007. The senior most Officer will act as Chairman.

(1) Zonal Police Establishment Board

(i) Zonal IGP

(ii) Range DIG / Commissioner of Police and

(iii) All SsP of that Zone

a) take up transfers, promotions and postings of officers of the rank of Inspectors of Police;

b) take up service matters pertaining to complaints against the orders of the Range Police Establishment Boards regarding transfers, postings, and promotions of Sub-Inspectors of Police and take appropriate action

To make recommendations to the IGP i/c of the region on the transfers and posting of Circle Inspectors

(2) Range Police Establishment Board

Constitution (Senior most officer will act as Chairman)

(i) DIG of Range/Commissioners of Police

(ii) Superintendent of Police of the district

The Range Police Establishment Board shall take up transfers, promotions and postings of officers of the rank of Sub-Inspectors of Police.

4. Postings and transfers of Police Officers are regulated by the Government under statutory provisions and guidelines issued from time to time. The

Government has powers of transfer of all Officers. These powers have been delegated to the extent considered appropriate to the Officers at various levels. The policy of the Government is that no officer is transferred within 3 years of stay at a post without valid reasons and should not be retained at a particular post for more than 5 years and that transfers should generally be made during summer vacation and first week of the month and that they are not used as a punishment, that the vacancies in rural and remote areas should not be left unfilled, and that personal preferences of employees should be accommodated subject to administrative requirements/convenience and the suitability of individual. Counselling system should be adopted in the manner prescribed in effecting transfers.

5. The authorities empowered to order transfers and postings of various levels of Officers in Police Department are given below:

A. Government in respect of all IPS Officers

B. Government in respect of all wings of APPS Officers of the rank of Addl. SsP and above i.e. third level Gazetted posts and above and their equivalents including Officers of such levels in Communication, Transport and other wings of the Department except Inspector of Police and their equivalent ranks in all other wings.

C. DGP in respect of Dy. Supdt. of Police and their equivalent ranks in all other wings of the police department in consultation with the Government as prescribed by the Government.

D. Addl. DGP/CP Visakhapatnam, Vijayawada / IG / DIGP working as Zonal/Unit Heads, in respect of Sub-Inspectors (Inter-district or to other unit only), Inspectors or equivalent ranks and DGP in respect of Reserve Inspectors of District AR and CAR. After a continuous period of 2 years service in interior area / extremist affected Police Stations, the Inspectors should be given an opportunity to serve in plain areas. Sick period is excluded while counting 2 years period of deputation to CID / Intelligence/ACB /V&E /Transco etc.

E. SP in charge of Districts or other Unit Heads of equivalent rank in respect of all officers of ranks of SIs, ASIs, HCs and Constables within the Unit. Officers who are posted to forest / interior area police stations should be shifted to plain area after a gap of 2 years period. The SDPOs have

power to transfer Constables in their jurisdiction. For a limited purpose and limited period SDPOs may attach PCs /HCs of his sub-division and put them back after the task is achieved.

6. The Government is the Cadre controlling authority for IPS in the State. All proposals of postings, deputations, training etc. of IPS officers shall ordinarily be initiated by DGP as Head of Police force and the Government would issue appropriate orders on his proposals. However, nothing will preclude the Government from issuing such orders, as deemed fit, directly.

7. All authorities with powers of transfer shall comply with the policy guidelines of the Government and the Department with regard to transfers as stipulated from time to time.

Reports of relief of Gazetted Officers

125-1. A report of transfer of charge shall be submitted to the Accountant-General direct by gazetted officers in Treasury Code Form 2 accompanied by the acknowledgment of the permanent advance, with copies to the Chief Secretary to Government, the Secretary to Government, Home Department, Director-General of Police, and Zonal Inspector-General of Police/DIGP and to the SP/CP by Sub-Divisional Officers/ACPs, and also concerned treasury officers simultaneously. Officers of and above the rank of Superintendent of Police should send a copy of the above report to the Secretary to the Governor.

2. Assumption of charge of office by Officers of the rank of Deputy Superintendent of Police and above in all wings of the Police Department shall be communicated by Automex, Fax or Radio message immediately to the Director General of Police and all other officers concerned followed by certificate of transfer of charge.

Handing over Charge - Notes

126-1. All officers of and above the rank of Sub-Inspector, shall, when relinquishing charge, prepare and hand over 'Handing over Notes', marked confidential designed to enable their successors to gather in the shortest time the threads of administrative and executive work in their new charges, with a copy to his immediate superior. SHO SIs / Inspectors and CIs should submit as per Form 16A. Copies of the notes by subordinate officers shall be sent to the SP/CP, while those of Districts and other Unit Officers shall be sent to DGP.

2. The following points or such of those as are applicable in each case shall be covered in the handing over notes:

A. Extremists, factions, labour, political or communal, caste conflicts, atrocities against SCs and STs, women and children or other situations in which a breach of the peace is apprehended;

B. Offences of special interest or consequence requiring relieving officer's attention;

C. Vacancy and status of recruitment of constables;

D. District personages in so far as they concern to police administration;

E. District Reserve Police including motor transport and Special Forces, if any;

F. District Police Office and Stores;

G. Important points for attention from the last inspection by the immediate superior;

H. Executive Magistrates and their relation with the police;

I. District Special Branch work and personnel;

J. Public Prosecutor and Assistant Public Prosecutors, court pendency, coordination with prosecutors, steps for proper disposal;

K. Recent and impending transfers of Inspectors, Sub-Inspectors and Head Constables;

L. References to circulars touching important matters of administration of the District/Unit;

M. Policing, quality and result of preventive measures including surveillance, beats and security work programme, and functioning of community policing police response and public relations;

N. Matters relating to important cases under investigation;

O. References to the work and character of named personnel and instances of lack of integrity, action taken, discipline, morale of the personnel; and

P. Welfare.

3. The handing over notes should not be prepared in haste, but should be, carefully drawn up, brief and precise. Copies of these notes should be maintained in one file as a permanent record in every office.

Posting and transfers of Non-Gazetted officers

127-1. Postings and transfers of members of the A.P. Police Subordinate Service are regulated by the A.P. Police Subordinate Service Rules and guidelines framed by the Government from time to time. According to these rules and guide lines, all transfers and postings of subordinate police officers shall be made by the appointing authority or by an authority to whom the appointing authority is administratively subordinate, but transfers can be made by the SsP within his jurisdiction and by the DPC in respect of Police Communications Branch. The Director-General of Police has the authority to transfer and post all subordinate Police Officers anywhere in the state on administrative grounds and in public interest, except permanent inter-zonal transfers.

2. The Zonal IG/DIGP is empowered to transfer Inspectors, Sub-Inspectors, SIs, RSIs and ARSIs within the range. But as posts of RIs of Armed Reserves are Multi-zonal posts, the Director General of Police and Addl. DGP Administration on his behalf will order their transfers.

   G.O.Ms. 288, Home (Pol.C) dt. 6-5-1986.

3. The SP in the Districts, the CP or DCP authorized by the CP in the Cities may transfer Sub-Inspectors, Head Constables and Constables within the district or within their jurisdiction.
4. Transfers of Inspectors and Reserve Inspectors should be communicated to the Director-General of Police for publication in the Police Gazette.

Officers of the rank of S.I and above

128- 1. Officers of and above the rank of Sub-Inspectors should not, as far as possible, be allowed to serve in the districts in which their homes are situated or in which they or their near relatives have landed property or other vested interests.

2. Head Constables and Constables should not be posted or allowed to serve in the Taluks/Mandals in which their homes are situated and in which they or their near relatives have landed property or other vested interests.

3. Mutual transfers of Head Constables and Constables may be effected from one district or unit to the other by the Government. Travelling Allowance will not be admissible in cases of mutual transfers made on request. The personnel have to forego their seniority in the respective ranks in parent units and take last rank among the approved probationers of the unit to which they are transferred. They are required to give an

undertaking to this effect. Mere willingness of the two persons for mutual transfer does not automatically entail their transfer. The Government shall use its discretion in acceding to such requests and should recommend inter-District transfers only under rare circumstances, after ensuring that the Presidential Order on local cadre is not affected.

Panel of S.Is. and Inspectors (Civil) fit for Law Instructors

129. A panel of Sub-Inspectors and Inspectors of Civil Police and officers of the same level in Special Police Battalions who are fit and suitable for transfer as Law Instructors and as Assistant Law Instructors and Drill Instructors and Assistant Drill Instructors, respectively in the A.P. Police Academy and Police Training Institutions will be maintained by the Director, APPA/Inspector General of Police, Training. In case of Law Instructors the IGP training and Director APPA should see as far as possible that the persons selected have a law degree and/or have good knowledge of law and procedure besides academic interest before they are empanelled for posting to training establishments.

Interchange of Officers between Railway and Local Police

130-1. A panel of Inspectors and Sub-Inspectors fit for transfer to the Railway Police shall be drawn up by IG/DIsGP Railways, in consultation with the Zonal Inspectors General of Police/DIGs of the Ranges/Zones and the Commissioners of Police, Vijayawada and Visakhapatnam. The panel should be revised once every two years or till the panel is exhausted whichever is earlier.

2. The number of Inspectors, and Sub-Inspectors etc. to be transferred to Rly. Police should be in accordance with the posts apportioned as per Presidential Order. The panel should contain at least four names normally but in case of District whose number to be attached to the Railway Police is 1 or 2; the panel may have 2 names.

Transfers not to be frequent

131-1. Frequent transfer of personnel is forbidden. The Zonal Inspectors-General DIsGP/Commissioners of Police, Vijayawada and Visakhapatnam shall ensure that needless transfers are not made.
GO Ms 2257 Home, 25-6-1952

2. No officer shall be transferred from a station within a period of three years save for exceptional reasons. Where an officer has to be transferred earlier owing to exigencies of public service, special reasons shall be recorded in the file and a copy of the order of transfer together with a note on the special reasons shall be forwarded to the immediate official superior to the officer ordering the transfer.

3. As regards transfers of officers ordered by the Government on the recommendations of the Director-General within the three-year period, a statement showing the special reasons for the proposed transfer and the period for which the officers concerned has served at various places during the three years prior to the date of transfer proposals, should be furnished.

   G.O.Rt.3070, Home (Pol.E) dt. 30-10-1972.and R.Dis.No. 6/E2/81, dated 14-3-1981 of Chief-Office

4. No Police Officer, except Constables (Civil) should be retained in the same place for more than three years. No Constable (Civil) should be retained in the same place for more than five years. However, in Public interest, if it is found necessary to deviate from this order, in any case, specific sanction should be obtained in advance from the Director General of Police in case of Officers of the rank of Inspectors, from the Zonal IsG/CPs/DIsGs in the case of officers of the rank of SIs and below and from the Government in the case of officers of and above the rank of DSsP and above.

Police Officers exempted from the above transfer orders

132.1 The following classes of Police Officers are exempted from the scope of the orders contained in the above order:

A. Police Constables and Head Constables in the District Reserve Police including those in State Reserve Police and City Reserve Police;

B. The District SB Staff including Sub-Inspectors provided they are not continued beyond five years at the same place.

C. Non-gazetted personnel of and below the rank of Reserve Sub-Inspectors in the APSP Battalions - provided RSIs and ARSIs are changed inter-company in the same battalion;

D. Officers and personnel of the Police Transport Organization;

E. Officers and personnel of the Police Radio Organization;

F. District Crime Records Bureau staff, in districts and Band staff.

G. Subordinate officers deputed to training establishments

H. Personnel posted to Investigation Units and Squads in Districts or Cities.

2. For facility of check, orders relating to transfers of Head Constables and Constables shall be entered in red ink in the District Order Book and highlighted if entered in a computer system.

3. Commissioners of Police of Cities and Superintendents of Police shall send to the Director-General of Police and the Zonal Inspector-General/ DIsGP respectively every quarter by the fifth of the month following the quarter a statement in the form appended showing the transfers of officers above the rank of Constable ordered by them during the previous quarter.

These will be scrutinized in the office of zonal IG/DIsGP and by Addl. DGP(Admin) in Chief Office with reference to the guidelines contained above and any contravention should be rectified or suitable action taken by Zonal IG/DIsGP/Chief Office.

Name, No. and rank of the Officer	Transferred		Service in the last place of posting		Reasons for transfer
	From	To	Years	Months	
(1)	(2)	(3)	(4)	(5)	(6)

Transfers after Academic year to be effected in the first week of the Month

133-1. Orders transferring officers and men should normally be issued at the end of the academic year so that the education of their children may not suffer.

2. Constables and Head Constables under orders of transfer should be passported in the first week of the month immediately after they receive their pay and directed to join their new stations not later than the 15th to enable drawal of pay etc. in the new station for the month and eliminate need for advances and supplemental claims. This procedure shall be followed except in very special cases where transfers are ordered to be given effect immediately.

Joining time

134. Joining time may be granted in accordance with the provisions of the Fundamental Rules. It must be understood that joining time cannot be claimed as a right and that any officer may be directed to join without availing himself of full joining time.

Transfer of charge by officer

135. On transfer the SI of police, Inspector of police (SHO), CI of police, Reserve Sub Inspector (RSI), Reserve Inspector (RI) should submit the Transfer of Charge in form no. 16 (a) (enclosed at the end of APPM part-I Vol.-I). The concerned SDPO / DSP (AR) should send the duly filled in form to the SP/CP.

Relieving of Inspectors and Sub-Inspectors

136-1. When an Inspector or Sub-Inspector hands over charge, he shall hand over to the relieving officer all the records required to be maintained by

him. He shall also furnish him, under acknowledgement with (i) a memorandum of all money handed over, (ii) a list of pending papers and (iii) handing over notes.

2. The distribution list of arms and stores (Office Manual of the Andhra Pradesh Police Form No. 44) kept in the stations shall constitute the record of property, and the relieving officer shall immediately check the property and their register and report deficiencies to the SP through proper channel. The station store ledgers shall comprise a record of property and registers in the charge of/or to be maintained, by a Station House Officer.
3. The pay of an officer leaving the force shall not be finally settled and paid to him, until the above check is carried out or the thirty days allowed for it, are expired.
4. In the case of a Reserve Inspector all property for which he is responsible shall be checked by the relieving officer before taking charge, and any deficiencies reported to the concerned Superintendent of Police promptly. (G.O. 2328, Home,dt.7-8-1946.)
5. Where the transfer of charge by an Inspector/a Reserve Inspector is prolonged, concerned Superintendent of Police can allow a maximum of three working days for the transfer of charge, during which period both the relieved and relieving officers become entitled to draw pay and allowance, simultaneously for the same post. In such cases the Superintendent of Police should certify in the last pay certificate of the relieving officer, that the time taken by him to check and take charge of the Government property is reasonable and that the whole of it should be treated as on duty.

CHAPTER 8

Maintenance of Personal Files and submission of periodical reports on Officers

Opening of Personal Files :

(G.O.Ms. 82, G.A. (Ser.C) Dept., dt. 21.2.85 of AP)

137. A personal file consisting of Annual Confidential Reports and other connected material shall be opened for every officer of and above the rank of SI, RSI and their equivalent posts in all wings of the Police, immediately on his first appointment and maintained till he retires or otherwise ceases to be in service. This file will contain a continuous record of the officer's performance; character, conduct and qualities while in public service and should always be treated as a confidential record.

Contents of Personal Files :

138-1. Personal file otherwise known as ACR Dossier shall consist of two parts:

A. Part I shall consist of Annual and other special confidential reports submitted on the officer in the manner prescribed from time to time, and

B. Part II will contain (a) all formal orders or communications (with reference to the original correspondence) by the Government, the DGP and other superior officers, in gradation commending or expressing dissatisfaction with, or adversely commenting on the work or conduct of the officer or rewarding or punishing him; and (b) authenticated copies of all judicial orders or judgments expressing commendation of the work of the officer or passing strictures specifically.

2. All papers in each part shall be fastened together with a separate docket and indexed and both parts attached to each other in a single file with a common cover and docket. As and when a record is added to either of the parts, it should be assigned page number(s) and its particulars entered in the index attested by the officer maintaining the PF. The latest additions to each part should be filed in chronological order to enable each of the parts to be read as a book.

(G.O.Ms.1385 Genl.Admn. (Ser-C) Dept. dt. 31.10.1961)

3. Copies of memoranda communicating adverse remarks contained in periodical or special reports and copies of final orders passed on the representation, if any, made by the officer on the adverse remarks

shall be filed in the first part, attached to the reports to which such memoranda and orders relate.

(G.O.Ms.1385 Genl.Admn. (Ser-C) Dept. Dt.31.10.1961 of AP)

4. **Period of Report** : Confidential Report should be initiated/prepared and submitted for a period of a year from 1st April to 31st March of the succeeding year. The forms are in Annexure – 7

Three modifications received to the **Annexure-7**. Brief details are :

A) The Govt. of AP vide G.O.Ms.No.87, dt.24.3.2003 of G.A. (Ser.C) Dept, communicated with C.O endorcement, added one additional Column i.e, "Date of Submission of Annual Property Returns Statement pertaining to the year" in Part-II of ACR Form-A as Column No.10 (a)

B) The Govt. of AP vide G.O.Ms.No.580, dated 12.10.2011 of G.A (Ser.C) Dept, Govt of AP, and Circular Memo No.10789/Ser.C/A2/2012-1, dt.9.4.2012 of G.A. (Ser.C) Dept, AP communicated with C.O. Circular Memo 542/SC.C2/2012, dated.8.6.2012 added one additional column i.e, "Date of submission of Annual Property Returns and signature of the individual" in Part-I of ACR Form-A as Column No.4

C) Further, the Govt of AP vide Memo.No.e-85501/Ser.I/A1/2005-2, dtd.22.8.2005 of Home (Ser.I) Dept, added one additional Column i.e "Integrity of the officer" in Part-II of ACR. If it is doubtful, a separate note has to be enclosed. The modified ACR Proforma (both Part-I and Part-II), incorporating the above 3 additional Columns is enclosed as Annexure-7 in the APPM.

D) The Government has requested the DGP, AP to maintain the ACRs of the individuals at the HOD level and prevalent practice of sending copies of ACRs to the Government be dispensed forthwith, since there is no mandatory obligation on the Govt. to maintain the same as per above instructions of the Government, the ACRs of the Gazetted officers (other than Inspectors of Police) are being maintained in the office of the DGP as per Govt of AP Memo No.308-61/Ser-I/A1/2013-2, dt.15-1-2014.

(GOMs.1385, Genl.Admn. (Ser-C) Dept., dt.31.10.1961 of AP)

5. **Date of submission of the Confidential Reports** : The first Reporting Officer (**initiating authority**) will forward the report by the 15th April with his remarks to the **reviewing authority** who will pass on the report with their remarks to the **accepting authority** within one week of its receipt by them. These reports should reach the Head of the Department not later than the 15th May and the Secretary concerned not later than the end of May every year.

6. Confidential report forms should never be folded.

7. The reports will, unless otherwise specified, be initiated by the immediate superior Gazetted Officer of the Officer reported upon and shall pass through the channel specified.

   Govt. Memo. No. 982/Ser-C/84-1, Genl. Admn. Dept., dt. 20.12.1984

8. If an officer has worked during a year under different officers for less than 4 months, the one under whom he worked for more than 2 months, will initiate the report.

9. The above instructions will apply to the counter-signing officer also.

   (Govt. Memo. No.749/Ser-C/87-4, Genl. Admn. Dept., dt. 12.10.1987)

10. The officer under suspension cannot be asked to write the CRs on the officers who worked under him prior to his suspension. In such cases, if he continues under suspension the officer immediately superior to the officer under suspension or the counter-signing officer can initiate the CRs, as the case may be.

    (Govt. Memo. No.57/Ser-C/ 88-2, Genl. Admn. Dept., dt. 3.3.1988)

11. An officer when retires ceases to be a public servant and as such the officer who has retired from service cannot be asked to write the CRs on the officers who worked under him. The concerned officers should be written the CRs, before their retirement. Where it is not possible, the officer immediately superior to the officer who has retired, or the countersigning authority may write such CRs, as the case may be

    (Govt. Memo. No.826/Ser-C/88-1, Genl. Admn. Dept., dt. 8.8.1988)

12. It shall be the responsibility of all the initiating/reporting/countersigning officers to obtain blank forms and initiate the CRs of officers under them or countersign them on transfer or on retirement.

    (G.O.Ms.No. 1385, Genl. Admn. (Ser-C) Dept., dt. 31.10.1961)

13. Forwarding of CRs on public servants to private/semi-Government/ autonomous bodies etc,. Copies of CRs on public servants or even the substance of such reports should not be sent to private bodies, in connection with appointments to posts advertised by them or for other purposes. But if a request is received from a public or semi autonomous body controlled by Government, an extract of the reports for the last 5 years may normally be supplied. There may be, however, cases in which it is in Government's own interest that the management of a Public Enterprise should see the confidential reports in full. In such cases, the reports may be shown if they relate to a Gazetted Officer.

Custody of Personal Files :

139-1. Personal files of officers of the Indian Police Service, those officers of the State Service holding posts encadred in the Indian Police Service, and officers holding posts equivalent to that of Superintendent of Police, will be maintained by the Government, and duplicate personal files by the DGP. Files of all other gazetted officers other than inspectors and those mentioned above shall be maintained by the DGP and duplicates by the Zonal IG/DIGP, Commissioners of Police, Visakhapatnam and Vijayawada or heads of the other wings as the case may be. Original PFs in respect of Inspectors and other equivalent ranks shall be maintained by the zonal IsG/DIsG/CsP as the case may be and duplicate PF by the CsP/SP/SRP.

2. Rules regarding maintenance of Personal Files (Confidential Rolls) of IPS Officers are contained in AIS (Performance and Appraisal Reports) Rules 2007 (C.O circular memo no.275/SC-B/2008 dt.15-9-2008). These rules are applicable to all IPS Officers borne on the AP Cadre.

3. The officers who are required to maintain the PFs of other gazetted officers and non-gazetted officers are shown in the table below. Those authorities who are expected to maintain the files are custodians of the files.

PSO-139-3

Rank	Officer to maintain the PF of the officer mentioned in Column 1 (custodian)
(1)	(2)
(i) District, Railway and City Police	
Inspectors of Civil Police and RIs	Zonal IG/DIGP or CP, as applicable
Sub-Inspectors of Civil Police and RSIs	SP/DCP, CAR HQRs, Comdt. SAR as applicable
(ii) Crime Investigation Department	
Inspectors	Addl. DG/DIGP or CP, as applicable
Sub-Inspectors	IG/DIGP/Superintendent of Police, CID
(iii)Intelligence Department	
Inspectors (Civil) and R.I.s (AR)	IGP, Intelligence
Sub-Inspectors (Civil) and R.S.I.s (AR)	DIG/SP, Intelligence
(iv) Police Communication (Radio)	
Organization	
Inspectors	Director, Police Communications
Radio Supervisors and equivalent ranks	Dy. Director/SP Communications
(v) Police Transport Organization	
Inspectors and Sub-Inspectors	IGP PTO/Director PTO
(vi) Andhra Pradesh Special Police Battalions	
Reserve Inspectors	IGP, APSP
RSIs	DIGP, APSP
(vii) Andhra Pradesh Police Academy	
Inspectors (Civil) and RIs	Director, APPA
Sub-Inspectors (Civil) and RSIs	Joint Director, APPA
(viii) Police Training College	
Inspectors (Civil) and RIs	Inspector General of Police (Training)
Sub-Inspectors (Civil) and Reserve	
Sub-Inspectors	Principal PTC
(ix) State Crime Records Bureau	
(a) Finger Print Bureau	
Inspectors	IGP, SCRB
Sub-Inspectors	Superintendent of Police, Computers
(x) A.P Forensic Science Laboratory	
Gazetted Officers	DGP
Non Gazetted Officers	Director APFSL
(xi) Office of the Director General of Police	
Inspectors, Reserve Inspectors	DIGP (Admn.)

4. The authority mentioned under column (2) of the schedule above shall also maintain duplicate personal files of Inspectors and their equivalent ranks.

5. The authority immediately subordinate to the authority shown in column 2 of the schedule above shall maintain a duplicate personal file for each Sub-Inspector of the Civil Police and equivalent rank, in which he shall keep the office copies of the reports of the officer, submitted to the higher authority. The duplicate personal files shall be maintained in the same manner as the original personal files.

6. The officers concerned shall obtain and place the ACRs in the file of the officers who are on deputation in the Departments/undertakings (State/ GOI) other than Specialized Branches of Police Department.

ACRs – when to be written

140-1. ACRs shall be written as prescribed below in respect of every Officer of and above the rank of Sub-Inspector/RSI or their equivalent ranks.

2. ACRs shall be initiated in the prescribed form duly obtaining the self-assessment report/self appraisal report from the officer concerned and forwarded to reach intermediate authority by 15th April to be forwarded to the next higher authority within one week. These reports should reach the final authority by 15th May in respect of all the Officers;

3. Special ACRs are submitted whenever there is change in the immediate superior Officer by way of (1) transfer of the officer out of the district or Unit, or (2) transfer of the immediate superior officer, or (3) the officer proceeding on leave or promotion or reversion, before the next ACR is due; or (4) on completion of an officer's probation; or (5) when any serious omission or misconduct on the part of the officer comes to notice; or (6) when an officer is himself transferred or retired having worked for more than 2 months after sending his self assessment report of previous year.

Manner, Form and Channel of submission of reports

(D.Dis.626/ D1/60, dt. 11.10.1961 of Chief Office)

141-1. Confidential Reports mentioned in Order 140 shall be written in the forms prescribed and submitted as directed in the schedule at the end of this Chapter. A register in the prescribed Form 14 is maintained in the Office of DGP to monitor the timely receipt of CRs on Gazetted Officers and their final disposals by the prescribed dates.

2. In the contingencies mentioned in Order No.140-3 a report in the same form, as ACR shall be sent to his counterpart under whom the reported officer has to work. He shall attach it to the ACR to be initiated by him whenever it is due, keeping it in his personal custody till then and also mentioning the fact in the column intended for general remarks.

3- A. In the contingency mentioned in Order No.140-3, the reporting officer should leave a report only if the officer concerned has worked for 4 months under him. His successor should incorporate the remarks of his predecessor in the ACRs, stating the name of the author. When the reporting officer leaves a report or note on officers, that fact shall be mentioned in the handing over notes.

B. If the countersigning officer, who has assessed the qualities of the officers reported upon, retires by the time the report is placed for signature the counter-signature should be made by his successor. A countersigning officer retiring after June in a year may leave a note with his name and designation clearly written on officer or officers working under him to be added to the annual confidential report by his successor.

C. Immediately on completion of probation by an officer the report in the ACR formats shall be sent to the final authority to which the periodical reports are due within one month of the date of completion of probation. The same number of copies as are required for the periodical reports shall be made out and disposed of in the same manner as the periodical reports. The report shall contain a definite recommendation whether the officer is fit to be declared to have completed his probation successfully or not.

D. When any serious omission or misconduct on the part of an Officer comes to notice, a special report (which need not be in the form prescribed) shall immediately be made out, giving in brief, the omission or misconduct observed and the action taken or proposed to be taken. The number of copies required, the channel of their submission, and the manner of their disposal shall be the same as that of ACRs.

E. Special reports may also be called for at any time in connection with particular issue or aspect in respect of an Officer. Such reports should be submitted through proper channel, but need not be in the form prescribed for annual confidential reports and should be confined to the issue or aspects raised. The immediate superior officer and

other reporting officers shall indicate in the report, the steps taken by them to acquaint themselves with the work of the officer concerned and should state the period for which they have the experience of the work.

F. The ACRs of officers who are taken on deputation from other departments, should be duly forwarded early every year to the Head of the parent department of the concerned for further disposal.

G. Expression of censure: Expression of censure etc., conveyed to an officer will not be recorded in the ACR, but a copy of the letter conveying the censure will be attached to Part-II of the ACR Dossier/personal file of the officer. All censures should be recorded in the files, through an entry which should read as follows in the annual report against appropriate item 4, in the prescribed Form. Censure for …… in letter No…….. Dated …….

Points to be borne in mind when writing ACRs

(G.O.Ms.1385 Genl.Admn. (Ser-C) Dept., dt. 31.10.1961 of AP)

142-1 A. The object of the ACR is to assess as nearly as possible how far each officer is physically, mentally and morally suitable for his office, whether he is able to apply intelligently the law, rules, practices and procedures of the work within his charge, his treatment of his subordinates, his behaviour towards his superiors and colleagues in other departments and his relations with the public.

B. The reports should be written boldly, clearly, and legibly or typed by the reporting officer himself. The name of the Officer writing the report and his designation should be written in block letters below his signature.

C. Names and designations of officers shall be given in full and exactly as shown in the Civil List or Service Books.

D. The report on a probationer or officiating officer, should clearly express a definite opinion whether the Officer is fit to be declared to have completed his probation satisfactorily or fit for promotion on regular basis etc. or not.

E. In reports on an Officer on the approved list for promotion to the next higher rank, detailed reasons for removal from the list, if considered necessary, should be given and particulars of good or bad work recorded.

Entries relating to the training in CRs (Confidential Reports)

2A. Whenever an officer attends an approved course of study or authorised training, the fact of his having done so shall be entered in his confidential report in the column titled "General Remarks".

B. The report received from the Head of the institution should either be placed in original in Personal File Part I or its substance embodied in the periodical report for the period covered by training.

C. An entry relating to the "Report" submitted by the officer on his work abroad should also find mention in the PF if it is outstandingly good, or is of poor quality indicating that the officer had or had not made good use of his period of study or training.

Report for probationers of Indian Police Service

143. In the case of Assistant Superintendents of Police on probation, the DGP will have the reports tabulated in the Form 15 prescribed and forward them with his comments wherever necessary to the Government, to reach them by the 1st May and the 1st November.

Adverse remarks

144-1. All adverse remarks, whether remediable or non-remediable made in the CR should be communicated in writing - within six weeks from the date of receipt of the ACR, by the officer who maintains the personal file to the officer adversely reported upon. Where a report shows that an officer has made successful efforts to rectify the defects to which his attention has been drawn previously, the fact should be communicated to him so that he may know that his efforts to improve have been noticed. No inference can be drawn upon adverse remarks, which have not been communicated, to the officer concerned.

2. After the authority who should finally see the report has perused, accepted or countersigned, custodian who maintains the personal file shall communicate the adverse remarks appearing in the report. The form of communication is of great importance and it should be such as not to unduly discourage or embitter an officer. The object should be as far as possible meant for improvement. Therefore, the communication should be worded very carefully and, while indicating the defects, good work also should be mentioned. The best form is a personal letter giving very briefly credit for what is good while indicating what requires to be corrected. The method to be employed in pointing out to an officer his particular short-comings should also be determined by a consideration of

his individual temperament, so that it will be most beneficial to him. If an adverse remark in a confidential report has been made with reference to specific facts as required in sub-order (H) below, those specific facts shall also be communicated with the adverse remarks.

G.O.Ms.1385 G.A. (Ser.C) Dept., dated 31.10.1961.

3. Adverse remarks should be supported by specific facts, examples or instances. It is advisable that a note on facts based on which adverse remarks are made shall be attached to the ACR. While communicating any adverse remarks, the name of the officer from whom the adverse remarks emanate should on no account be mentioned.

4. An officer should be given an opportunity to make a representation, if he wished to, against any unfavourable remark made in his confidential report and communicated to him. Such representations should be made to the authority to whom an appeal would lie, against an order of censure on the officer, and they should be preferred within six weeks from the date on which the remark is communicated to the officer. Representations should be confined strictly to the merits of the issue, be couched in proper language and not contain any personal attacks and insinuations against any superior officer.

(R.Dis.1969/ G4/70, dt. 3.11.1970 of DGP office)

5. When a representation against adverse remarks communicated is made by the officer reported upon, the Government or the authority to whom an appeal would lie against an order of censure on the officer concerned will decide the scope of enquiry to be held on the representation having regard to the reporting officer's remarks and the contentions contained in the representation and take further action as indicated below:

A. If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly.

B. If he, however, feels that the remarks should be toned down or modified, he should make the necessary entry with proper attestation at the appropriate place of the report. Previous entries should not be corrected.

C. In the event of the competent authority coming to the conclusion that the adverse remark was inspired by proved malice, or was entirely incorrect or unfounded and therefore, deserves expunction, he should score out the remark or paste it up or obliterate it and should state that he has done so and sign at the appropriate place indicating the date, and the officer informed accordingly. All correspondence including representation and orders passed thereon should be a separate file and not part of the ACR file.

D. The representations or explanations against adverse entries should not be added to or filed with the confidential reports or personal file. The rejection, modification or expunction as the case may be should be noted giving the file number only. Communication of adverse remarks shall however be filed as provided in Order 138.

E. Unfavourable remarks made in the confidential reports are not punishments under the statutory rules and for this reason no appeal lies. Such remarks express only the opinion of the officer making the report. It is, therefore, essential that all officers who have to record their remarks in the confidential reports should do so with greatest caution and should not record any remarks lightly on the spur of the moment or based on prejudice.

F. The entry of adverse remarks regarding character, conduct or honesty in confidential sheets or confidential reports, as the case may be, on officers should be supported by facts and instances. A note should be attached to the ACR whenever such remarks are made so that, when representations are made or matters agitated in Tribunals or Courts it will be easier for the officer to repudiate the facts based on which the adverse remarks are made. An assessment that an Officer is unfit for a particular rank should include reasons, if possible, a statement of facts in support of it. It should not be founded on general impressions only.

G. When a superior officer differs from the opinion expressed in the confidential report of an officer by the immediate superior of the latter, the former should invariably give his reasons as to why he differs.

H. The competent authority which considers that a remark which is proved to be wrong or unfair or without basis may expunge the same. But when the remark is only by way of opinion and a superior authority differs, both views will stay in the file. But whenever an order is passed by such superior authority on the representation directing that adverse remarks should be expunged or deleted such authority should paste and indicate side by side the reference through which the expunction was ordered and append his full signature with date and designation and the officer informed accordingly.

Scrutiny of Personal Files

145-1. The personal files and duplicate personal (ACR) files maintained by officers shall be scrutinized by superior officers in the following manner.

A. The Zonal Inspector-General of Police/DIGP/CP must scrutinize the files maintained by the SP/DCP when he inspects the confidential records maintained by the latter. He must specifically peruse the files of the Sub-Inspectors whose work he had inspected during his inspection of the district/ zone as the case may be to see whether the remarks contained in the latest confidential report on the officer is in conformity with the impression he has formed during his inspection. If his view after inspection is different from that recorded in the latest report, he will make a note of it on the report itself.

B. The Addl. DGP L & O or other such officers of Chief Office must scrutinize the files maintained by the Zonal IG/DIGP/CP, when they inspect the confidential records maintained by the latter. They must specifically peruse the files of the Inspectors whose work he had inspected during his inspection of the District/City to see whether the remarks contained in the latest confidential report on the officer confirms the impression he has formed during his inspection. If his view after the inspection is different from that recorded in the latest report, he will make a note of it on the report itself.

2. All Unit Officers, Zonal IsGP/CsP/DIsGP/IsGP/Addl. DsGP and other officers of these ranks should certify every six months or before handing over charge in cases of transfer, or when proceeding on leave, to the effect;

A. that they have written all the confidential reports which they are required to write themselves.

B that the reports were filed after being duly indexed in the personal files or duplicate personal files, as the case may be, which they are required to maintain themselves and of which they are the custodians, and

C. that they scrutinized the files maintained by Officers subordinate to them during their inspection in the half-year and that they were in order.

D. that adverse remarks have been communicated as prescribed promptly.

3. The Zonal Inspectors-General/DIsGP and the Commissioner, and Heads of all other wings after perusing the ACRs maintained by the SsP or DIsGP and other subordinates shall return them properly after retaining the required documents with them and to that effect they have to send a certificate to the DGP every half year by the 5th February and the 5th August.

Transfer of Personal Files on promotion

146-1. On promotion to a higher rank, whether officiating or substantive, the personal file of an officer shown in column (1) of the table in sub-order (3) of Order 139 should be retained or forwarded forthwith to the Officer empowered to maintain it according to column (2) of the said table. Similarly, on the cessation of an officiating appointment, the file should be retained or forwarded as the case may be.

2. On the substantive appointment of an Inspector on promotion to the Andhra Pradesh Police Service, his original personal file as well as Duplicate P.F. should be forwarded by the Range IsGP/DIsGP/CsP concerned to the DGP, AP by name. This record should be docketed and kept in the Personal File/DPF separately as distinct from the record relating to the officers service in the Andhra Pradesh Police service.

3. When an officiating Deputy Superintendent of Police is reverted for want of a vacancy to his substantive appointment, that portion of his personal file relating to his non-gazetted service will be returned to the DIGP/CP/ Zonal IG to whose Zone he reverts, the portion relating to his gazetted service being retained by the DGP until his re-promotion or the termination of his service. When an officiating Deputy Superintendent is permanently reverted to the rank of Inspector, his entire PF will be sent to Zonal IG/ DIGP/CP concerned.

4. Duplicate personal files shall also be similarly transferred.

5. To safeguard against the loss of personal files and to have control over the movements of these all officers who are authorized to maintain personal files and duplicate personal files should keep a register in Form 16 noting therein the details of the movements of such records,

6. Personal files should always be sent in sealed covers addressed by name, and if not delivered in person, despatched by "Registered Post Acknowledgement Due" or Speed Post.

Chart showing reporting/reviewing/accepting authority

147. The Table given below shows the reporting, reviewing and accepting authority for the report initiated by the officer reported upon.

Sl. No	Rank of the officer (officer reported upon)	Reporting officer	Reviewing Authority (Countersigning officers)	Accepting authority (Head of the Dept.)
(1)	(2)	(3)	(4)	(5)
1	DIG (Non-Cadre) APSP Battalions	IGP APSP Bns.	Addl. DGP APSP Bns.	DGP
2	Supdt. of Police (Non-Cadre)	DIGP/ Concerned	Inspr.General of Police / Addl. DGP	-- do –
3	a) Addl. Supdt. of Police	Zonal IG/DIGP	Addl.DGP Concerned	-- do --
	b) Principals, PTCs (Addl. Ss.P. Cadre)	IGP. Training	Addl. DGP (R&T)	-- do –
4	Dy. Supdts. of Police			
	a) Civil			
	(i) SDPOs	Dist. Supt. of Police	Range DIG/IGP	--do--
	(ii) ACsP	Dy.Commrs. of Police	Commissioner of Police	--do--
	(iii) Intelligence	RIOs/SsP concerned	DIGP & IGP Int.	--do--
	(Iv) CID, Rlys.	S.P	DIGP/IGP concerned and Addl. DGP	--do–
	(v) A.P.P.A	Asst. Director	Jt. Director & Director	--do--
	b) Armed Reserve			
	(i) Districts	Addl. SP (Admn)	Dist. SP and Range DIG/IGP	--do–
	(ii) Trg. Instns (Vice. Principals)	Principal DGP (R & T)	IGP Training/Addl	--do–
	c) Home Guards	Commandant. Home Guards/Supdt. of Police/DCP (City Police respectively)	DIGP Home guards Range DIGP/Commr. of Police respectively	-- do –
5.	Commandant, APSP Bns. Home Guards, SPF etc.	DIG APSP Bns./ Corresponding Rank officer in other Units	IGP APSP Bns. / Units. Corresponding Rank officer in other Units	-- do –
6.	Addl. Commandant (APSP Battalions)	Commandant, APSP Battalions	DIGP & IGP, APSP Battalions	-- do --
7	Asst. Commandant (APSP Bns.)	Commandant, APSP Battalions	DIG/IGP APSP Battalions	DGP
	Assault Commander (APSP Bns)	Group Commander	IGP Greyhounds	-- do –

(1)	(2)	(3)	(4)	(5)
8	1. Chief Admin Officer	Addl DGP (L&O)	--	--do--
	2. Admn Officer			
	a) O/o DGP	IGP Concerned	Addl.DGP Concerned	--do--
	b) Dist Police Office	Addl SP (Admn)	SP and Zonal DIG/IGP	--do--
	c) City Police Office	DCP/Jt.CP	Commr.of Police	--do–
	d) Battalion Office	Commandant	DIG & IGP Bns.	
	e) P.T.Cs	Principal, DTC	IG Trg./Addl DGP (R&T)	
	f) A.P.P.A	Asst. Dir (Admn)	Jt. Dir & Director	
	g) F.S.L	Director, FSL	--	
	h) Communications	Addl.Director	Director	
	i) CID/Int.	SP (Admn)	DIG, IG and Addl DGP	
	j) SAR CPL	Commandant	Commr. of Police	
9	Intelligence Dept Staff			
	a) Admn. Officer	SP (Admn) Int	DIG & IG Int.	--do--
	b) P.S to DGP	DGP	--	--do--
	c) Asst. Admn Officer	S.P Concerned	DIG & IGP Int.	--do--
	d) –do- (C.P Office)	DCP SB	Commissioner of Police	--do--
	e) Manager	Admn Officer	SP Concerned, DIG/IGP	--do--
	f) -do- (C.P Office)	Asst Admn Officer	DCP & CP	--do--
	G) -do- (DGP Office)	P.S to DGP	--	--do–
10	Technical Assistants (P.T.O)	I.G.P., P.T.O.	--	-- do –
11	a) Director, FSL	IGP SCRB	Addl . DGP (CID)	-- do --
	b) D.S.P., F.P.B	Director F.P.B	IGP SCRB	-- do --
12	a) Director, FSL	DGP	DGP	DGP
	b) Jt. Director, FSL	Director, FSL	--	-- do --
	c) Asst Director, FSL	Jt. Director, FSL	Director, FSL	-- do --
	d) Asst Director (FS) A.P.P.A	Dy. Director, A.P.P.A (FS)	Director, APPA & Addl. DGP	-- do --
	e) Faculty Member (FS), A.P.P.A	Asst. Director (FS) A.P.P.A	Director, APPA & Addl DGP (R&T)	-- do –
13	a) Director, Police Communications	Addl.DGP (TS)	DGP/Addl.DGP (TS)	DGP
	b) Addl. Director Police Commns	Director, Police Commns.	Addl.DGP (TS)	DGP
	c) Supdt. of Police Commns.	Addl. Dir. Police Commns.	Director, Police Commns.	-- do –
	d) Dy. Supdt.Police Commns	Supdt. Police Commns.	Addl.Director & Director Police Commns.	-- do –

Note: All the Officers of Gazetted rank and feeder posts to Gazetted rank are required to submit their self-assessments in Part-I of the ACR Format promptly to the Reporting/Initiating Officers concerned. The Reporting Officers should then offer their remarks in Part-II of the Format and forward them to countersigning officers concerned for remarks and onward transmission to Accepting authority (DGP).

CHAPTER 9

Prosecution by or against Police Officers - Legal Assistance - Civil Suits - Institution and Defence of Suits by the Government

The Provisions of Article 311(2) of Constitution of India

148. The provisions of Article 311 (2), Section 197 Cr.P.C. and also the provisions of limitation, as available in the Inkdian Police Act and AP Andhra Area Police Act 1859, provide certain safe guard to Police Officers, when criminal or departmental proceedings are initiated against them. A proper appreciation of the above provisions would ensure the ends of law and natural justice, while dealing with complaints against police officers.

Prosecution against police officers

(G.O.Ms.631 Home-Courts-B/74, Dt. 30-4-74. of AP)

1. No police officer shall be arrested/prosecuted by any one, for any offence committed in the discharge of his official duties, without the prior sanction of the Government. This provision applies to the police officers in the State irrespective of the rank. An act done in the discharge of official duty or colour of duty is well laid down by Supreme Court and the High Court of A.P as discussed here in.
2. In terms of provisions of section 53 of A.P. (Andhra area) Dist. Police Act, no suit be instituted or prosecution launched against any police officer unless such proceeding is launched in court within three months from the date of offence or cause of action and one month notice prior to the institution of suit or launching of prosecution issued either to the accused/ defendant or to the S.P. or other superior officer of the Dist. where the offence was committed.
3. Sanction for prosecution is not necessary in all cases.

A. **When necessary:** Sanction is necessary when the case falls under 2 categories, viz.

(i) The act complained is authorised by a statute or law but became questionable as it was done fraudulently or dishonestly.

(ii) The act complained of though not authorised by statute or law but was intimately and integrally connected with his official duties and thus had a reasonable nexus.

B. **When not necessary:** Sanction is not necessary when there is no necessary connection between the act committed and the duties and functions of the accused but the nature of duties only gave or furnished an occasion or opportunity for committing the act.

4. A police officer cannot file a civil suit or launch prosecution in his individual capacity or against another police officer for the acts done in his official capacity except with the previous sanction of D.G.P.

Punishment after conviction

149. The following guidelines should be followed in awarding punishments to the accused police officer after he is convicted for any offence by a court of law.

1. A conviction on a criminal charge does not automatically entail dismissal, removal or reduction in rank. The penalty imposed upon should not be arbitrary or grossly excessive or out of all proportion to the offence committed or one, not warranted by the facts and circumstances of the case. The disciplinary authority is to take the conviction as sufficient proof of misconduct on the part of the officer and has there after to decide (a) whether the conduct which has led to the conviction on a criminal charge was such as to warrant the imposition of any penalty and (b) if so what should be the penalty or quantum of penalty.

2. The disciplinary authority must study the judgment of the criminal court and take into consideration all the facts and circumstances of the case and also factors such as (a) the entire conduct of the officer (b) the gravity of the offence committed by him (c) the impact of his misconduct which is likely to have on the administration (d) whether the offence for which he was convicted was of a technical or trivial nature and (e) the extenuating factors if any present in the case.

3. The disciplinary authority should do this exercise ex-parte (*suo-motu)* and he need not hear the police officer concerned before deciding upon the punishment to be imposed.

4. If an officer appeals to a higher court and gets a stay order and is in the meanwhile dismissed or any other punishment awarded by the department the stay will be in fructuous. Even in case he appeals to higher court and gets a stay for the suspension of sentence the process of dismissal or other punishment can be taken up by the department irrespective of the stay of sentence unless the conviction is also stayed.

5. **Conviction and sentenced to pay fine or released on probation under P.O. Act.**

Police officers convicted but released on probation of good conduct under section 4 of Probation of Offenders Act can be dismissed or removed from service or other wise punished on the ground of misconduct which led to conviction on criminal charge. In criminal trial the conviction is one thing and sentence is another. The court while invoking the provisions of section 3 or 4 of the Probation of Offenders Act does not deal with the conviction. It only deals with the sentence, which the offender, has to undergo. Instead of sentencing the offender the court releases him on probation of good conduct. However the conviction remains untouched and the stigma of the conviction is not obliterated. Section 12 of the act does not preclude the department from taking action for misconduct, which leads, to the offence and to his conviction thereon as per law.

Criminal Misconduct by Police Officers - Action under APCS

150. Where there is a grave criminal misconduct on the part of a police officer, action should be taken in terms of APCS (CC&A) Rules. If prosecution is also launched against such police officer in a criminal court and if the departmental inquiry is completed before the judgment in the criminal court is pronounced, the decision in the departmental proceeding shall ordinarily be postponed till the criminal case is disposed of.

Procedure on Acquittal in a Criminal case

151. The following rules shall be observed where the Government servant is acquitted in a Criminal Court.

1. When a police officer has been tried and acquitted by a Criminal Court or his conviction on appeal is set aside and the same is arrived at by the Court, on the point of his conduct, he should ordinarily be re-instated.

2. When a Criminal Court acquits an officer on a purely technical ground or due to hostility of witnesses or on some other fact other than misconduct, it does not prohibit the department from proceeding against him in departmental proceedings.

3. Before deciding to launch a departmental enquiry or while disposing a pending enquiry in the case of a police officer, who is acquitted by the Criminal Court, the competent authority is under an obligation to apply his mind to the requirements prescribed to decide whether it is a fit case to defer from the rule of verdict of the Court or not. The points mentioned in Order No.149-2 should be kept in mind in this regard.

Public Grievance Redressal Mechanism :

152-1. The Head of Police Force (HOPF) may put in place a proper public grievance redressal mechanism at the State, Zone, Range, Commissionerate and the District / Unit level to examine petitions against police officers and police staff for various omissions and commissions or moral turpitude or any other matter public is concerned with.

Explanation : "Moral Turpitude" means any conduct consider contrary to the community standards of Justice, Honesty and good Morals.

The Head of Police Force may nominate officers with desired qualities to examine such complaints objectively, dispassionately and submit report to their superior officers for taking action as deemed fit.

2. The officers concerned will also enquire into the grievances either by a complaint or *suo-motu* against any Police officer in respect of any act or omission in discharge of official duties including any human right violations, misconduct, corruption, lack of integrity and partiality in duties.

Rule for the defence of Police Officers in Criminal Prosecutions and Civil Suits for acts done by them in their official capacity

153-1. Police Officers will always be protected when it appears to the Government that they have acted in good faith.

2. If the Government decides not to undertake defence or to act on behalf of the Police Officer the officer may take such measures, as he considers necessary at his own expense to conduct prosecution on his behalf or to defend himself. If the verdict is in his favour the Government will ordinarily re-imburse his reasonable expenses.

3. When criminal proceedings are instituted against a Police Officer, either by Government or with their sanction, the Government as a general rule, declines to undertake his defence. However in exceptional cases where the Police Officer concerned is unable to arrange his defence at his own expense on account of financial or other valid reasons, the Government may sanction the defence, provided that, (a) the police officer undertakes to refund the entire sum incurred by the Government in connection with the conduct of his defence, if the case does not end in his favour and (b) the Government are satisfied about the possibility of recovering such sum from the police officer.

4. When in pursuance of these rules a police officer engages, and is permitted to engage, a counsel for his defence, the Government will reimburse the expenditure to the extent it is allowed to the Government counsel in the concerned court as per rules prevailing.
5. When a Civil suit is threatened to be launched against a police officer for acts done in the discharge of his official duties and if a notice is given prior to the filing of suit and/or if a written statement is to be filed by the police officer in connection with the suit pending, a copy of his reply to such notice or his written statement shall be submitted to the head of the unit through proper channel. If the unit head decides to defend the police officer, he should examine the reply submitted and issue suitable guidelines after taking legal advice.
6. When any criminal complaint is to be filed against a police officer in respect of any act committed by him in the discharge of his official duties, prior sanction is to be obtained from the Government. The Director General of Police (DGP) has to scrutinise the complaint and see whether it is within the limitations of the provisions of the Police Acts. If it is so barred, he shall at once move the Court to dismiss the complaint on the ground that it was instituted contrary to the provisions of those Acts. The Government have to scrutinise, on the other hand, whether the complaint is within the scope of 197 Cr.P.C. The prosecution is to be launched only after obtaining the sanction from the Director General of Police (DGP) and the Government.
7. In case prosecution is launched, the police officer has to engage his own defence lawyer as A.P.Ps are prohibited from defending him.

Criminal Prosecution and Civil Suits by Police Officer

8. Defamation: Sometimes a police officer faces defamatory remarks, statements or imputations in respect of his conduct in discharge of his official functions, made by individuals or published in newspapers. In such cases they may decide to launch a criminal case of defamation u/s 500 I.P.C. and they may apply to the Government for sanction to prosecute. Every complaint referred to, the Government shall set forth the facts which constitute the offence alleged, the nature of such offence, and such other particulars as are reasonably sufficient to serve notice to the accused of the offence alleged to have been committed. If the Government accord sanction, the Public Prosecutor shall file a complaint in the Sessions Court directly without being committed to it through the lower court and the Public Prosecutor will conduct the prosecution at state cost. Whenever

the Head of the Department or Unit comes across such derogatory remarks published in press or otherwise they should take initiative in the matter in this manner.

9. If the sanction of the Government could not be obtained, the Police Officer may file a complaint on his own in the court of a Magistrate as per the ordinary procedure.

The Institution of Civil Suit on behalf of the State

154. The institution of a civil suit on behalf of the State requires the sanction of the Government. In all such suits and in suits by or against police officers which go to the Government for sanction the plaints and written statements should except in cases of emergency require approval of the Government, before they are filed. After the approval, the DGP can act further on behalf of the Government and if a civil suit is instituted against the State in connection with a matter concerning the police department, the district Chief of Police, or the Commissioner, as the case may be, shall refer the matter to the Addl. D.G.P., Administration for orders. As the defence of such suits ordinarily falls upon the Government Pleader of the area, the Addl. D.G.P. Admn., will secure his services through the Collector/Govt. Same procedure may be followed in respect of writs also.

Legal advice to be obtained in regard to litigation affecting the State

155. The State Government considers it desirable that, in regard to litigation by or against the State, legal advice should always be obtained before a suit is instituted or the defence of a suit undertaken on behalf of the State. It is not necessary that such advice should be obtained merely because the notice of a suit against the State is given under section 80 of the Code of Civil Procedure but in important cases it may be desirable for the Officer dealing with the notice to obtain legal advice regarding it. The Officers though are competent to sanction the filing or defence of suits on behalf of the State they are not bound to follow the legal advice, and if they decide to reject it, they must place the reasons for their decision clearly on record.

Appearance and preparation of affidavits and counter-affidavits in writs filed against the Government

156. In cases where the Government has been impleaded as party, the Government will approve counter-affidavit and swear to it before filing it

in the High Court. In other cases involving small matters of local importance, of which the Government has no special knowledge or where no general issues are involved, no useful purpose will be served by the counter affidavit being approved by the Government. In such cases, the draft counter-affidavit need not be submitted to the Government for approval, provided that the Collector or Head of the Department ensures that the public interest is safeguarded, that the counter affidavit brings out the views of the Government clearly, and that where there is doubt regarding the correct interpretation of the laws, rules or notifications, the matter is invariably referred to the Government.

Writs against Police Officer

157. Whenever any writ is filed against a police officer, more so such as *habeas corpus*, the respondents concerned who are directly involved, should promptly prepare a well drafted reports for preparing a counter affidavit, and if necessary by consulting the prosecuting officer, before taking the approval of Government Pleader (GP).

Claims for injuries caused by public to a Police officer

158. Police Officers should report promptly to DGP through their superior officers the full facts regarding any injury sustained incapacitating them from service either temporarily or permanently, whether on or off duty owing to the negligence of a member or members of the public. The question of instituting a claim for loss of services against the party alleged to be responsible for the injury will be decided by the Government in each case in consultation with their legal advisers.

Assistance to be given to Police Officers - when they sue or be sued, prosecute or be prosecuted for acts done in discharge of their Official duties

159-1. The Police Department and Government are committed to protect and support officers who are harassed by vindictive litigation by unscrupulous and disgruntled elements for discharging his legitimate duties. False and malicious allegations are often made against police officers with a view to hamper and embarrass them in the proper discharge of their duties. Such Officers unless supported morally and financially may become disheartened and resigned to their fate and in the process even a good officer may not contribute productively to the department. Once it is reasonably established that an officer is drawn into vexatious litigation, he shall be given all protection by extending legal aid, financial support and such other departmental/administrative assistance as may be deemed proper in each case.

The Range/Zone/Commissionerate Committee

2. In order to ensure proper assessment of individual cases and also to ensure equanimity in extending legal aid to individual officers, there will be a Committee in every Range/Zone and Commissionerate, with the following Officers.

   1) Zonal D.I.G.P/I.G.P/C.P - Chairman

   2) S.P./D.C.P. concerned - Member

   3) Addl. S.P./A.C.P. concerned - Member (Secretary)

3. This committee will deal only those criminal or civil cases, which are triable by Sub Judges or First Class Magistrates.

4. The Range/Zone or Commissionerates Committee will examine *suo-motu* or on the representation of the police officer seeking assistance in connection with the civil or criminal case, launched by him or launched against him. The nature of examination relates to

   A. Whether the act is in the discharge of his official duties or in the colour of official duties.

   B. Whether he is aggrieved by such act

   C. To decide the nature of legal assistance to be provided, whether to provide Government Counsel or to provide financial assistance to the police officer. In case he opts to have his own counsel, the financial assistance should be limited to the remuneration payable to the Government counsel.

5. Similar Committees will be constituted in the specialised units with the head of the unit as Chairman and one officer of the rank of S.P. and one Addl. S.P. nominated by the head of the Unit as the member and member secretary respectively. The S.P. nominated, as member will normally be the concerned officer under whose jurisdiction the police officer involved in litigation is working. The jurisdiction of these committees will be similar to the Range/Zone/Commissionerate Committee

6. In case the concerned DIGP, S.P. or Addl. S.P. themselves are involved in civil or criminal proceedings which are within the purview of the legal aid committee in the range/unit, the D.G.P. will nominate the alternative Officers.

D.G.P's Committee

160. For the matters beyond the purview of Range / Zone / Commissionerate and Unit Committees or when any matter is referred to by those

committees there will be a committee in the Chief Office which will be called as D.G.P.'s Committee. The functions of the committee are the same as indicated in Order 159-4.

1) Addl. D.G.P, (Admn.)	-	Chairman.
2) IGP. (Personnel)	-	Member.
3) A.I.G. (Admn.)/DIGP(Admn.)	-	Member (Secretary).

1. The D.G.P's Committee besides examining the individual cases, will formulate guidelines in respect of matters connected with legal assistance to police officers.
2. The Committee is responsible to the D.G.P. who can call for the records of any individual case or call for a report on matters pending with any committee.
3. Any civil or criminal proceedings involving the D.G.P. as a party will be referred to the Government.
4. The expenditure towards the legal assistance will be charged under Head "330 payments for professional and special services - 331 pleaders fees".

Note:- The provisions as incorporated in the different orders in the chapter are in accordance with the established law and procedure and also the established judgments of the Supreme Court. Some of the relevant judgments are mentioned below :-

	Citation		Points decided
1)	Union of India Vs Tulsi Ram Patel & Others	1985 (2) SLR S.C.576	1) Departmental Action 2) Inquiry in case of conviction
2)	Satyavir Singh & Others Vs Union of India	1986 (1) SLR, S.C.255	3) Inquiry-when not practicable 4) Inquiry-not expedient
3)	Nelson Motors Vs Union of India	1992 (5) SLR, S.C.394	5) Departmental Inquiry-Acquittal.
4)	Nand Kishore Prasad Vs State of Bihar	1978 (2) SLR, S.C.46	6) Departmental Action- Acquittal
5)	Corporation of Nagpur Vs Ramachandra	1981 (2) SLR S.C.274	7) -do-
6)	State of Tamilnadu V P.M.Balliappa	1984 (3) SLR, Mad 534	1) On Moral Turpitude 2) Misconduct in private life.
7)	Daya Sankar Vs High Court of Allahabad	1987 (2) SLR, S.C.717	1) On Moral Turpitude 2) Misconduct in private life.
8)	Union of India Vs Bakshi Ram	1990 (2) SLR, S.C.65	1) Departmental action-Conviction 2) Probation of offenders Act.
9)	Dy. Director of College Education Vs S.Nagoor Meera	1995 (2) SLR, S.C.379	Departmental action- Conviction
10)	I.G. of Police Vs Thavasia Home	1996 (1) SLR, S.C. 565	1) Who can initiate proceeding 2) Disciplinary authority.
11)	Venkata Ranga Reddy Vs Raja and others	1991 Cr.L.J 498 A.P	Sanction to prosecute Government Servants when necessary
12)	Syed Jaffrullah Jaffi Vs Abdul Azeez	1969 (2) A.P.L.J, 206 A.P	-do-

CHAPTER 10

Disciplinary Proceedings, Punishments, Appeals, Revision and Review

Rules governing the Conduct of Officers, Minor & Major Penalties

(G.O.Ms.No 490 G.A. (Ser.C) Department dated 8.8.1991)

161-1. The State Police Service and Subordinate Service officers are governed by APCS (CC&A) Rules, 1991 w.e.f. 1.10.1992. These rules are to be followed. They are not applicable to IPS Officers who are governed by AIS (Discipline and Appeal) Rules.

2. The cardinal principle of disciplinary proceedings is that no one shall be punished, unless he has been given a reasonable opportunity of defending himself against the action proposed in terms of Article 311 of the Constitution. The officers dealing with disciplinary cases whether they are Enquiry Officers or Disciplinary authorities, should familiarise themselves with this Article and its legal implications, apart from thoroughly studying the APCS (CC&A) Rules 1991, and guidelines contained in this Chapter. The Government has constituted Commissioner of Inquiries to deal with cases of important nature. The Tribunal for Disciplinary Proceedings is also constituted for conducting enquiries. The Andhra Pradesh Administrative Tribunal is constituted in terms of Article 371D of the Constitution of India. This Tribunal is vested with the powers to hear all applications and issue orders in all service matters including disciplinary proceedings. Guidelines, instructions and orders in relation to the disciplinary proceedings to be followed are stated as follows.

3. The following penalties may, for good and sufficient reasons, and, as hereinafter provided, be imposed upon the members of the service by the authorities shown in Appendix to the rules.

Minor Penalties

4- A.Censure;

B. Withholding of promotion;
C. Omitted by G.O. Ms No. 335/GAD/ dt: 04.08.2005 of Govt of AP.
D. Withholding of increments of pay without cumulative effect;
E. (a) Suspension, where a person has already been suspended under rule 8 to the extent considered necessary

Explanation:- The suspension for a period of 15 days can be imposed on the directly recruited members of the APP (Civil) Subordinate service and the APSP Subordinate service, only of the penalty of reduction to a lower grade, post or time scale or to a lower stage in the same time-scale cannot be imposed. (Rule 10 – APCS (CC&A) Rules, 1991), post or time scale

(b) Reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.

Major Penalties

(G.O.Ms.No.205, G.A.D dated 5.6.1998. of Govt. of AP)

5. A. Withholding of increments of pay with cumulative effect-

B. (a) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(b) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government servant to the time scale of pay, grade, post or service from which he was reduced, with or without further directions, regarding conditions or restoration to the grade or post or service from which the Government servant was reduced and his seniority and pay on such restoration to that grade, post or service,

C. Compulsory retirement;

D. Removal from service, which shall not be a disqualification for future employment under the Government;

E. Dismissal from service, which shall ordinarily be a disqualification for future employment under the Government.

6. In all proved cases of misappropriation, bribery, bigamy, corruption, moral turpitude, forgery and outraging the modesty of women, the penalty of dismissal from service shall be imposed.

7. In all other cases, the disciplinary and appellate authorities should bear in mind that while punishments are deterrent enough, in proportion to the delinquency, they are not unduly disproportionate.

Certain actions not amounting to penalty

162. The following shall not amount to a penalty within the meaning of these rules, namely;

1. Non-promotion whether in a substantive or officiating capacity.
2. Deleted.

3. Replacement of the services of an employee, whose services had been borrowed by other Governments or an Authority under the control of that Government.
4. Stoppage or postponement of increment on account of extension of probation.
5. Reversion of an employee appointed on probation to any other Service, grade or post, to his permanent Service, grade or post.
6. Reversion of an employee officiating in a higher service, grade or post to a lower service grade or post, on the ground that he is considered to be unsuitable.
7. Withholding of increments of pay of a Government servant for his failure to pass any departmental examination, which is required to.
8. Termination of the services of an employee appointed on probation.
9. Discharge from engagement under contract, in accordance with the terms of his contract;
10. Discharge of an employee appointed temporarily on the expiration of the period.
11. Compulsory retirement in accordance with the provisions relating to his superannuation or retirement rules.

Procedure for imposing penalties

163. For the imposition of the minor penalties mentioned in order 161-4 no oral or departmental enquiry is prescribed by the APCS (CC&A) Rules, whereas before the imposition of the major penalties mentioned in order 161-5 an oral or departmental enquiry should be conducted as per the APCS (CC&A) Rules.

Reasonable Opportunity

(G.O. Ms. 82, dated 1.3.1996.)

164. Before any of the minor penalties is imposed on any member of the service, a reasonable opportunity to show cause against the action proposed to be taken against him should be given by the competent authority. No oral or disciplinary departmental enquiry or personal hearing is necessary. The charge memorandum by the competent authority in respect of minor punishment should be in the prescribed Form 17. The disposal should be in Form 18.

FORM - 17 **Order No.164**

STANDARD FORM OF MEMORANDUM OF CHARGE FOR MINOR PENALTIES

(Rule 22 of A.P., Civil Services (C.C.A) Rules, 1991)

Memo.No..... Dated:.....

Sub :

1. Sri..... (Designation)..... (Office in which working)..... is hereby informed that it is proposed to take action against him/her under Rule 22 of the Andhra Pradesh Civil Services (Classification, control and Appeal) Rules, 1991. A statement of the imputation of misconduct or misbehaviour on which action is proposed to be taken in enclosed.

2. Shri/Smt..... is hereby given an opportunity to make such representation as he/she wish to make against the proposal.

3. If Shri/Smt..... fails to submit his/her representation within ten days of the receipt of this Memorandum, it will be presumed that he/she has no representation to make and orders will be liable to be passed against Shri/Smt..... ex-parte.

4. The receipt of this Memorandum should be acknowledged by Shri/Smt. .....

(IN THE NAME OF ..... DISCIPLINARY AUTHORITY)

To

Shri/Smt.....

FORM - 18 **Order No. 164**

STANDARD FORM FOR INITIATION OF MINOR PENALTY PROCEEDINGS

(In cases where disciplinary authority decides to hold the enquiry)

(Rule 22 of A.P. Civil Services (C.C.A.) Rules, 1991)

Memo. No…… Dated…….

Sub :-

In continuation of Memorandum No. ……. Dt……. Issued under Rule 22 of the A. P. C. S. (C.C.A.) Rules, 1991, it is considered necessary to hold an enquiry against Sri ……. Under Rule 22 of the A.P.C.S. (C.C.A,) Rules, 1991. The substance of the imputation of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charges and the imputation of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-I). A list of documents by which and list of witnesses by whom the articles of charge are proposed to be sustained are also enclosed (Annexure-II and III)

2. Sri…….. is directed to submit within ten days of the receipt of this Memorandum a written statement of his defence.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should therefore, specifically admit or deny each article of charge.

4. Sri…….. is further informed that if he does not submit his written statement of defence on or before the date specified in para 2 above, or otherwise fails or refuses to comply with the provisions of Rules 20 and 22 of the A. P. P.C.S. (C.C.A.) Rules, 1991 or the orders/ directions issued in pursuance of the said rules the Inquiring Authority may hold the inquiry against him ex-parte.

5. Attention of Sri…… is invited to Rule 24 of the A.P.C.S. (Conduct) Rules, 1964 under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government. If any representation is received on his behalf from

another person in respect of any matter dealt with in these proceedings, it will be presumed that Sri..... is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rules 22 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

6. The receipt of this Memorandum may be acknowledged.

(IN THE NAME OF DISCIPLINARY AUTHORITY)

Procedure for imposing minor penalties

165. Before imposing a minor penalty the following procedure must be followed.

1. Inform the charged officer in writing the imputation of misconduct or misbehaviour, the proposal to take action against him and give reasonable opportunity to make a representation.
2. Take the representation of the charged officer if any into consideration.
3. Record the findings on each imputation of misconduct or misbehaviour.

166-1. Censure**:** A censure should be awarded for minor irregularities or lapses.

2. Withholding of increments: An increment is admissible ordinarily as a matter of routine. It may be withheld by the competent authority for *misconduct* by way of punishment or negligence on his part.

3. Postponement of increment as a penalty without effect on future increments and pension falls under minor penalty and with effect on future increments falls under major penalty.
4. There cannot be charge for postponement of increment, which has already been accrued for lapses found subsequent to the date of accrual.
5. Whenever increment is postponed as a punishment the period for which the increment is withheld shall be stated and also whether it shall have the effect of postponing future increments and pension as also the period to be spent on duty should be specified.

Procedure for imposition of major penalties

G.O.Ms.No 383 GAD. dt. 19.12.2003 of AP
G.O.Ms.No 337 GAD. dt. 22.7.2006 of AP

167-1. The procedure to be followed for imposing the penalty of PPI with effect on future increments and pension, reduction in rank/time scale of pay, , compulsory retirement, removal or dismissal is laid down in rule 20 of APCS (CC&A) Rules except where such action is proposed to be taken

on facts which have led to the conviction of the officer in a criminal court or in a military court martial. The facts should be reduced to the form of a definite charge or charges and the memorandum of charges should be served on the charged officer and his explanation obtained. An Oral Enquiry shall be conducted or a personal hearing given. After that, a minute shall be drawn up as explained in Order 169 and sent to the competent disciplinary authority. If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry, is of the opinion that any of the major penalties should be imposed on the Government servant, it shall make an order after furnishing a copy of the report of the inquiring authority to the Govt. servant, and after taking into consideration any representation made by him thereto with in a reasonable time ordinarily not exceeding 15 days. It shall not be necessary to give the Government servant any opportunity of making representation on the penalty proposed to be imposed. After receipt of the representation from the Government servant, the disciplinary authority shall impose the punishment on the Government servant based on merits (Form-19).

FORM - 19 **Order No. 167-1**

STANDARD FORM OF ARTICLES OF CHARGE

PUBLIC SERVICES – Sri..... (name and designation) .....Department – Departmental Proceedings under Rule 20 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 - Articles of charges - issued.

C.No. Dated :

Order :

1. It is proposed to hold an enquiry against Sri.....(name and designation) .....Department in accordance with the procedure laid down in Rule 20 of the Andhra Pradesh Civil Services (Classification, Control and appeal) Rules, 1991.

2. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charges (Annexure – I). A list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained are also enclosed (Annexure – II and III).

3. Sri……. (Name and designation) is directed to submit within 10 days of the receipt of this order, a written statement of his/her defence.

4. Sri……. (Name and designation) is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He/She should, therefore, specifically admit or deny each article of charge.

5. Sri…….. (Name and designation) is further informed that if he/she does not submit his/her written statement of defense on or before the date specified in para-3 above further action will be processed based on the material available.

6. Attention of Sri…….. is invited to Rule 24 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964, under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings it will be presumed that Sri……. is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 24 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

The receipt of the Memorandum may be acknowledged.

(IN THE NAME OF THE ..... DISCIPLINARY AUTHORITY)

ANNEXURE - I

Statement of articles of charge framed against Sri……(Name and Designation)

Article – I:-

That the said Sri……..(Name and Designation) while functioning as …… during the period……

Basis of the Charges :—

Article – II :-

That during the aforesaid period and while functioning in the aforesaid office, the said Sri……. (Name and Designation).

Basis of the Charges :—

Article – III :—

That during the aforesaid period and while functioning in the aforesaid Office, the said Sri…… (Name and Designation).

Basis of the Charge :—

ANNEXURE - II

List of documents by which the articles of charge framed against Sri……. (Name and Designation) are proposed to be sustained.

ANNEXURE –III

List of witnesses by whom the articles of charge framed against Sri……. (Name and Designation) are proposed to be sustained.

Preliminary enquiry and reply

2-A. On the occurrence of an incident or matter likely to be the subject of disciplinary action coming to notice, the officer to whom the incident is reported shall take such action, as he considers necessary to establish, the prima facie correctness of the allegations. He may order a Preliminary Enquiry (PE) by an officer and direct him to submit a report immediately. The officer conducting enquiry should examine such witnesses and collect such documents as are necessary and submit the report at once, the whole process being completed in a few days. The statements recorded during the PE should be signed by the witnesses. If the preliminary enquiry and the report is thorough, it would be possible to know precisely the nature of the delinquency and whether the charged officer needs to be

dealt with for major or minor penalties. The SsP and other Unit Officers should, after a proper study of the case, exercise their discretion and take decision whether an oral enquiry for major penalty is called for or otherwise.

(Govt. Circular Memo No.290 (Ser-C) 94.2, dated 1-6-94 of Govt. of AP)

B. After a decision for initiating disciplinary action for major penalty is taken on the basis of PE or otherwise, a report should be sent to the competent disciplinary authority empowered to impose such a punishment, for appointing an officer to conduct the departmental enquiry. A great deal of time, work and trouble for all concerned will be saved if the decision is taken after careful scrutiny. Proper scrutiny of preliminary enquiry would enable whether a major or minor penalty is sustainable and action taken accordingly at the initial stage itself and avoid the time-consuming process of departmental enquiry, which may ultimately result in minor punishment. It should be remembered that departmental enquiry establishes the charges, but not the punishments to be imposed. There is no bar for a higher authority to the appointing authority to appoint an enquiry officer. In such cases, the former should dispose off the OE. The higher authority has the power to impose any penalty which appointing authority can impose. In no circumstances the OE file shall be returned to the subordinate authority for disposal even if the material gathered in the Disciplinary Enquiry warrants only a minor penalty within the competence of the subordinate authority.

Memorandum of Charge – Procedure for enquiry (General)

General

168-1. No order imposing a major penalty shall be made without conducting departmental enquiry under Rule 20 of APCS (CC&A) Rules, 1991.

2. The disciplinary authority shall draw or cause to be drawn the substance of the imputation of misconduct or misbehaviour into definite and distinct article of charge. The statement should contain clear facts of each article of charge with relevant facts including admission or confession made by the charged officer. The list of documents and list of witnesses to prove each article of charge shall also be mentioned.

The disciplinary authority shall deliver or cause to be delivered to the Government servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed

to be sustained and copies of the said documents and statements of the said witnesses and shall require the government servant to appear before the disciplinary authority on such day and at such time not exceeding ten working days and submit a written statement of his defence and to state whether he desires to be heard in person.

3. Deleted.

4. The disciplinary authority may himself enquire or appoint an enquiry officer for this purpose (Form-20).

FORM: 20 **Order No.168-4**

STANDARD FORM OF ORDER RELATING TO APPOINTMENT OF INQUIRING AUTHORITY

(Rule 20 of A.P.C.S. (CC&A) Rules 1991)

Memo. No……. Dated……

Sub. :-

1. Whereas, an inquiry under Rule 20 of the A.P. Civil Services (Classification, Control and Appeal) Rules, 1991 is being held against Sri…… (Name and Designation of the Government Servant)

2. AND WHEREAS, it is considered that an Inquiring Authority should be appointed to inquire into the charges framed against the said Sri…….

3. NOW, THEREFORE, in exercise of the powers conferred by sub-rule (2) of Rule 20 of the said rules, the disciplinary authority hereby appoints Sri…….. (Name and Designation of the Inquiry Officer) as the Inquiring Authority to inquire into the charges framed against the said Sri……..

SIGNATURE

Designation of the Competent Authority

COPY TO : (Name and designation of the Government Servant)

COPY TO : (Name and designation of the Inquiring Authority)

COPY TO : (Name and designation of the lending authority, where necessary) for information.

2. If the written statement is submitted admitting all charges, the enquiry officer shall record its findings on each charge and if necessary take evidence and act in the manner laid down in rule 21 of APCS (CC&A) Rules.

3. If the charged officer submits a written statement denying the charges or if no statement is filed, the enquiry shall take place.

4. *After receiving the documents mentioned under sub-rule (7)(a) of Rule 20, the Inquiring Authority shall issue a notice in writing to the Presenting Officer and also to the Government servant to appear before him on such day and at such time and place specified by him, which shall not exceed Ten days.*

   Note : *In the Memorandum of Article of charge, the time, date and place where the delinquency was committed should invariably be indicated. Supreme Court decision*

5. The disciplinary authority may appoint a "Presenting Officer" to present the case, to lead evidence and assist the enquiry officer (Form-21). The charged officer may also take the assistance of a government servant or a retired government servant to present his case but may not engage a legal practitioner unless the presenting officer is a legal practitioner to set-right imbalance of justice.

FORM - 21 **Order No. 168-8**

STANDARD FORM OF ORDER RELATING TO THE APPOINTMENT OF PRESENTING OFFICER

(Rule 20(5) of A.P. Civil Services (C.C.A.) Rules, 1991)

Memo. No……. Dated……..

Sub. :—

Whereas, an inquiry under Rule 20 of the A.P. Civil Services (Classification, Control and Appeal) Rules, 1991 is being held against Sri…… (Name and Designation of the charged officer)

2. AND WHEREAS, it is considered that a Presenting Officer should be appointed to present on behalf of the disciplinary authority the case in support of the articles of charge.

3. NOW, THEREFORE, the disciplinary authority in exercise of the powers conferred by sub-rule (5) of Rule 20 of the said rules, hereby appoints Sri……..(Name and Designation of the Presenting Officer) as the Presenting Officer.

(IN THE NAME OF DISCIPLINARY AUTHORITY)

Copy to :

1. The Presenting Officer

2. The Charged Officer

3. The enquiring Officer

9. When the charged officer appears before the enquiry officer, such officer shall ask him whether he pleads guilty or has any defence to make. He shall also put the following questions and record the answers.

Q : Have you received the copy of articles of charges, the statement of facts and the list of witnesses and documents?

Ans :

Q : Have you submitted your written explanation?

Ans :

Q : Have you any thing further to add before I proceed with this departmental enquiry?

Recorded by me, read over / translated to the deponent and acknowledged by him to be correct.

(Signature of the Charged Officer)

(Signature of the Enquiry Officer)

If he pleads guilty of all articles of charge or some of the same, the enquiry officer shall record the plea, sign the record and obtain the signature of the charged officer and make his finding.

3. If the charged officer denies the charges, the presenting officer will be required to produce evidence at a later date not exceeding 30 days. The charged officer may also be given time to inspect the documents and submit a list of his witnesses.

4. On the date fixed for the enquiry, the oral and documentary evidence shall be produced, witnesses will be examined by the presenting officer/enquiry officer to prove the articles of charge, cross examined by the charged officer or his defence assistant and re-examined by the enquiry officer/presenting officer to clear ambiguities arising in cross examination.

5. Before the closure of the case, the enquiry officer may allow at his discretion to produce evidence not included in the list or re-call and re-examine any witness in which case the charged officer shall be entitled to take adjournment not later than 3 days for preparing his cross examination and also to inspect new documents, if any.

6. On closure of prosecution case, the enquiry officer shall put to the charged officer all the questions that are deposed in evidence implicating him and record his answers. For example:-

Narrating the implicating portion of the deposition of each charge witness

Q : What have you to say?

Q: Do you wish to examine any witness on your behalf and or produce any document in your defence?

(Signature of the charged officer)

(Signature of the enquiry officer)

14. The delinquent/charged officer shall then be asked to state the defence orally or in writing and shall be required to produce his witnesses. The witnesses for defence shall be examined by the charged officer or his defence assistant, cross examined by the presenting officer and re-examined by the charged

officer or his defence assistant, to clear ambiguity. The enquiry officer after closing the defence shall put the following questions to the charged officer and record the answer given by him as follows.

Q : You have examined your defence witnesses and produced the documents. Have you any thing further to say?

Q : You are entitled to put in a further written statement of defence. Do you wish to submit any?

Read over to the charged officer and translated into vernacular language.

(Signature of the Charged Officer)

(Signature of the Enquiry Officer)

7. The charged officer may also examine himself as a witness but shall not be compelled to do so.

8. After closure of the case, the enquiry officer may hear both the parties or permit them to file written arguments, if they so desire.

9. The enquiry officer will thereafter draw up the minute and forward it to the disciplinary authority along with all records.

Procedure for enquiries - Details

169-1. If the charged officer does not submit the written statement on or before the date specified for the purpose or fails to appear in person before the enquiry officer or refuses to comply with the provision of enquiry, the enquiry officer may conduct the enquiry ex-parte.

2. It is desirable that the enquiry officer appointed should be a disinterested person to the concerned charges or concerned to the charged officer officially and/or personally.

3. The articles of charge should be stated in unambiguous terms mentioning the incidents factually and specifically.

4. The source reports of ACB/Intelligence/Vigilance shall not be given to the charged officer nor quoted in the proceedings. The documents relating to the preliminary enquiry can be quoted and furnished to the charged officer. If any report of ACB/Intelligence/Vigilance is the basis of the charges, access should be allowed.

5. The witnesses for the prosecution will be termed as PWs and documents marked by them are termed as P1, and P2 etc. The defence witnesses are termed as D.Ws and the defence documents marked as D1 and D2 etc.

6. The oral enquiry should be conducted in Telugu. If for any reasons it is conducted in any other language, the translation shall be furnished to the delinquent to enable him to understand the proceedings.

   (Govt. Memo No. 263/SC /D /94-2 dt.4-1-95 of AP)

7. When corruption is involved, the ACB should undertake the enquiry but in cases where the department has conducted the investigation/enquiry and reached the stage of departmental enquiry after framing charges, the ACB need not take up the case afresh for investigation. But the files should be handed over to ACB for registration and further action.

8. If the departmental enquiry is the result of an enquiry by the ACB/Vigilance organisation, the dates, place and time of enquiry should be communicated to them to enable them to be present at the enquiry.

   (Govt. Memo No. 6997/57-2 G.A (Scr.A) Dept. Dt.11-12-1957 of AP)

9. The enquiry officer should be of the rank above the charged officers. It is desirable that in all instances of dismissal, removal, compulsory retirement or reduction to a lower rank of Inspectors, the enquiry officer should ordinarily be not lower than the rank of a Superintendent of Police.

10. If the enquiry conducted on the complaint of a person or body or on the basis of preliminary enquiry conducted by an other officer, such private person or officer shall not be allowed to examine or cross examine any witness but he may suggest questions to the enquiry officer to put to such witnesses.

11. When the charged officer requires any document for the purpose of his defence either for inspection or for supply of a copy, he shall not be denied unless the enquiry officer is satisfied that such a request is made for vexatious delays. At the same time any denial that causes prejudice to the charged officer may vitiate the proceedings contravening Article 311 of the Constitution. Any order of denial, if any, shall be judicious and by a speaking order.

12. The penalty proposed/indicated to be imposed should not be mentioned either in the memorandum of charge or at any stage of the enquiry till the order is passed by the disciplinary authority.

    Note: To ensure that the Departmental enquiries are completed with in a period of 3 months in simple cases, and in 6 months in complicated cases, it is advisable that the Enquiry Officer will draw up his enquiry

time schedule in consultation with the charged officer and the P.O. if appointed before commencing the Enquiry. This exercise shall be done to comply with the standing instructions of the Government issued on period of limitation fixed for completion of departmental enquiries.

Drawing up of Minute

170-1. A minute shall be drawn up in all cases of enquiry for major punishments. However drawing up of a minute is not necessary in cases of minor punishments, but a self contained proceeding giving briefly the charge, the explanation and the finding should be drawn up in all such cases.

2. The officer, who completes the final stage of the oral enquiry should draw up the minute. If the enquiry officer is transferred or otherwise leaves the station before he completes the enquiry, his successor should continue the enquiry. A *'denovo'* enquiry *shall be conducted only in cases where punishments are set aside by courts, Tribunal on procedural lapses or technical grounds.* The enquiry officer must himself draw up the minute, if he is transferred after the completion of the examination of the defence witnesses and before the charged officer's final statement of defence is received.

3-A To facilitate the drawing up of the minute and also its reading by those who have to deal with it subsequently, the papers should be arranged and documented into the following folders for which indices should be prepared and attached:

a. the proceedings file,

b. the acknowledged copy of the memorandum of charges,

c. the written statements of defence of the charged officer,

d. statements of witnesses in support of charges (PWs),

e. statements of defence witnesses,*(D.W.S)*

f. documents in support of charges,

g. defence documents, and

h. miscellaneous papers,

B. Statements should be page numbered and indexed. Reference in the minute to depositions should be by page numbers and the numbers of witnesses (for example PW2 or DW5), and references to exhibits should be by letters or figures, as the case may be.

C. Finally, all files forming the record of enquiry should be docketed with an index showing its composition.

4. The minute, which shall be drawn up under the following titles, will be in a separate file;

A. Statement of the charge(s)

B. Summary of the evidence in support of the charges

C. Summary of the defence evidence

D. A memo of the points urged by the Government servant concerned in his explanation or personal hearings, if any

E. Findings on the charge(s)

Note : The Minutes copy should be prepared by the E.O. in the form prescribed by the Government of AP in Memo.No.56183/Ser.C/99, G.A.D, Dated:15.10.1999

5. A demeanour of witness should not be made in the minutes unless it is noted in the record of evidence at the time of enquiry.

6. The summary under items (B) and (C) of the minute should contain only so much of the evidence as is essential for the adequate discussion of the facts at issue.

7. The **finding** on each article of charge should be recorded separately after careful consideration of the evidence adduced during the enquiry for and against it. Where there are several articles of charge, the enquiring officer should deal with each charge completely before passing on to the next charge. Analysis shall be given at the end, covering all the charges.

8. At the end of the minutes, the enquiring officer should certify that the procedure prescribed in Rule 20 APCS (CC&A) Rules has been followed in the conduct of the oral enquiry and sign it.

The Enquiry Officer in his findings, should only indicate "Charge proved/charge is not proved".

Note : The Enquiry Officer shall not use the words "Partly proved"

Action on enquiry report

171-1. The enquiry officer shall forward the minutes and other records of enquiry with a covering letter to the disciplinary authority who appointed him

unless he himself is the disciplinary authority. The covering letter should be treated as confidential.

2. The disciplinary authority for the reasons to be recorded in writing may remit the case to the enquiry officer for further enquiry and report. He can do so for the purpose of setting right any procedural lapses or for providing reasonable opportunity. He cannot do so because the inquiry report does not appeal to him or to induce the Inquiry Officer to fall in line with him. He cannot appoint a different Inquiry Officer for the purpose, when the enquiry is completed strictly in conformity with the prescribed procedure.

3. If the disciplinary authority disagrees with the findings of the inquiry officer on any article of charge he shall record the reasons *there for and furnish to the charged officer with a dissent Note.*

4. On the same evidence the disciplinary authority may take into consideration all or any of the charges and impose minor penalty.

5. If the disciplinary authority on having regard to all or any articles of charge and on the basis of evidence adduced during the enquiry is of the opinion that any of the major penalties should be imposed on the charged officer, he shall furnish a copy of the report of the enquiry officer to the charged officer and give him time to make any representation within 15 days as per Rule 21 of CC & A Rules.

6. It shall not be necessary to give the charged officer an opportunity of making representation indicating the penalty proposed to be imposed.

(Govt. Memo No.2930/Ser.C\70-2 Dt.15-9-70 of AP)

7. The final order containing the decision of the authority competent to impose the penalty should be a self-contained one, a speaking order and it must (i) refer to the findings recorded by the enquiry authority (ii) consider the explanation offered by the charged officer in respect of the charges held proved against him (iii) record his conclusions based on the evidence adduced during the enquiry, after being satisfied of the guilt or otherwise of the officer and (iv) then impose the punishment considered proportionate within a period of 3 months without fail.

Note :

i. Any order imposing a penalty should be passed by the DA subject to the 'Evidence adduced' during the Departmental enquiry.

ii. The evidence of a witness should not be given any weight unless the witness is subjected to cross examination by the charged officer.

iii. The statement of a person recorded in the preliminary enquiry shall not be used against the charged officer, unless such person is examined in the departmental enquiry and such witness is subjected to cross-examination.

iv. No part of evidence recorded in the absence of the charged officer shall be used against the charged officer.

v. The evidence of a person recorded in the preliminary enquiry loses its importance when his evidence is recorded in the D.E.

8. The orders of the competent authority, whether inflicting a penalty or not, shall be communicated to the charged officer in the form of proceedings in the following manner:

   A. If he is on duty, be served on him by delivering or tendering it in person.

   B. If he is on leave or under suspension or otherwise absent, be communicated to him by Registered Post to the address given by him; if any, or to his usual place of residence.

   C. If it cannot be so served, or communicated, be published in the Police State Gazette.

9. When two or more officers are involved in a departmental enquiry, the authority competent to punish the senior most of them should dispose of the Disciplinary proceedings in respect of all of them. The proceedings in such cases by competent authority shall be in Form 22.

FORM : 22 **Order No. 171-9**

STANDARD FORM OF ORDER FOR TAKING DISCIPLINARY ACTION IN COMMON PROCEEDINGS

(Rule 24 of A.P Civil Services (C.C.A.) Rules, 1991)

Memo. No……. Dated……..…….

Sub. :-

WHEREAS, the Government servants specified below are jointly concerned in a disciplinary case :

Sri……..

Sri……..

Sri……

Sri……

NOW, THEREFORE, in exercise of the powers conferred by sub-rules (1) and (2) of Rule 24 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, the disciplinary authority hereby directs—

(i) that disciplinary action against all the said Government servants shall be taken in a Common Proceedings.

(ii) that ……(name and designation of the authority) shall function as the Disciplinary Authority for the purpose of the Common Proceedings and shall be competent to impose the following penalties, namely:-

(Specify the penalties)

(iii) that the procedure prescribed in Rules 20 & 21 or Rule 22 of the C.C.A. Rules, 1991 shall be followed in the said proceedings.

(IN THE NAME OF ..... DISCIPLINARY AUTHORITY)

Copy to:

Sri……. (Name and designation)

Sri……. -do-

Sri……. -do-

10. In view of the above rules, the following instructions are issued:

A. When two or more officers of the same service or different service are involved in one case, the highest authority competent to impose the penalty of dismissal from service on all such officers may make an order for holding regular inquiry against them in a common proceedings with the consent of the other disciplinary authorities/ authority.

B. Having regard to the findings in the inquiry report in the common proceedings, it is for the disciplinary authority concerned to issue final orders inflicting the punishment duly following the procedure.

C. When two or more persons are involved in one case, the magnitude of involvement of all the charged officers may not be the same and the degree of culpability may also vary from person to person. As such it may not be possible to impose the same penalty uniformly on all the charged officers. As such, it may not be legally valid to prescribe any guidelines or yardsticks for imposing penalty in such cases. Therefore, the competent authority, who orders such a joint inquiry should ensure that such penalties are imposed on the members of service involved in the disciplinary case keeping in view the degree of their culpability/ seriousness of lapses/ charges held proved.

D. When members belonging to more than one district or unit are involved in the same offence, they should be jointly dealt with, with the prior approval of the competent superior authority. For example, if three constables belonging to more than one district or unit are concerned in an affray, they should be dealt with by any of the three Superintendents of Police, or Commandants, after obtaining the orders of the Zonal IG/DIGP or Commissioner of Police if they belong to the same Zone or of the Addl. DGP concerned or DGP.

E. The fact of an officer having been placed in charge of a post (as distinguished from his being appointed to officiate in the post) does not affect the powers of punishment given to the various officers in the APCS (CC&A) Rules. However, an officiating incumbent should be dealt with in the same way as a permanent officer of that rank. For instance, a Sub-Inspector holding additional charge of the post of an Inspector will be deemed to be an Inspector for the purposes of disciplinary proceedings.

F. When an officer is promoted from a lower to a higher rank or when an officer is reverted or reduced from a higher to a lower rank, the officer competent to punish him for acts done prior to promotion or reduction shall be the officer competent to award punishment in respect of the higher rank.

Procedure on Conviction

172. Under proviso (a) to Article 311 (2) of the Constitution of India, when a member of the state or subordinate service, person is punished on the grounds of conduct which has led to his conviction on a criminal charge, the procedure laid down in the rule 25 of APCS (CC&A) Rules, 1991 be followed for the imposition of *the penalty of dismissal from service.*

The fact of his conviction is a sufficient ground to punish him. No oral enquiry or notice to show cause is necessary in such a case to award major punishment. For detailed instructions see Order No. 149.

Compulsory retirement and invalidation

173-1. In all cases of 'compulsory retirement for inefficiency under the Civil Service Regulations after the completion of 25 years of qualifying service, the elaborate procedure, including the framing of clear and specific charges laid down in the APCS (CC&A) Rules, should be followed.

2. Under the rules in the Civil Medical Code, a Medical Officer should not grant a certificate of being unfit for further service to any Government servant, except on the requisition and within the cognizance of the head of the office or department in which he is serving at that time.

Suspension-pending enquiry

174-1. Suspension should be resorted to only when it is necessary in the public interest or while investigating into grave charges against the officer. Under the CC&A rules a member of service may be placed under suspension.

A. Where a disciplinary proceeding against him is contemplated or is pending (Form-23).

FORM - 23 **Order No.174-1-A**

FORM OF ORDER OF SUSPENSION UNDER RULE 8(1) OF THE A.P.C.S. (CC&A) RULES 1991

Sub. :- Public Service – Sri/Smt…….Suspension from service – Orders-Issued.

Whereas it has come to the notice of the Government of Andhra Pradesh/ Undersigned who is the competent authority (Appointing authority/any other competent authority) alleging.

And whereas disciplinary proceedings against Sri……..are contemplated;

And whereas the Government of Andhra Pradesh/undersigned (appointing authority/any other competent authority), after careful consideration of the available material and having due regard to the circumstances of the case, are satisfied that it is necessary to place Sri/Smt……under suspension.

Now, therefore, in exercise of the powers conferred by sub-rule (1) of Rule 8 of Andhra Pradesh Civil Services (CCA) Rules, 1991 the Government of Andhra Pradesh/undersigned (appointing authority/any other competent authority) hereby place(s) the said Sri/Smt……..…….under suspension from the date of communication of this order and he/she shall continue to be under suspension until the conclusion of the disciplinary proceedings/ termination of all proceedings relating to the criminal charge(s).

It is further ordered that during the period of this order remains in force, the headquarters of Sri/Smt.……(name and designation of the Government servant) shall be…….(name of the place) and the said Sri/Smt.……..shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature,

Name and Designation of the Suspending Authority

B. Where in the opinion of the authority competent to suspend, has engaged himself in activities prejudicial to the interest of the security of the state (Form-24).

FORM : 24 **Order No.174-1-B**

FORM OF ORDER OF SUSPENSION UNDER RULE 8(1) OF THE A.P.C.S. (CCA) RULES, 1991

Sub. :- Public Services – Sri/Smt.……..…suspension from service – Orders – Issued.

And whereas the Government of Andhra Pradesh/undersigned being the competent authority (Appointing authority/any other competent authority) consider it necessary to place Sri/Smt……..……under suspension pending enquiry into grave charge or charges aforementioned.

Now, therefore, in exercise of the powers conferred by sub-rule (1) of Rule 8 of Andhra Pradesh Civil Services (CCA) Rules, 1991, the Government of Andhra Pradesh/undersigned (appointing authority/any other competent authority) hereby place(s) the said Sri/Smt……..under suspension from the date of communication of this order and he/she shall continue to be under suspension in public interest until the conclusion of the

disciplinary proceedings/termination of all proceedings relating to the criminal charge(s).

It is further ordered that during the period this order remains in force the headquarters of Sri/Smt…….....……(name and designation of Government servant shall be…… (name of the place) and the said Sri/Smt……..…shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature,

Name and Designation of the Suspending Authority.

C. Where a case against him for any offence is under investigation enquiry or trial

FORM : 25 **Order No.174-1-C**

FORM OF ORDER OF SUSPENSION UNDER RULE 8(1) OF THE A.P.C.S. (CC&A) RULES, 1991

Sub. :- Public Services – Sri/Smt…….Suspension from service – Orders - Issued.

Whereas it has come to the notice of the Government of Andhra Pradesh/ Undersigned who is the Competent authority (appointing authority or any other competent authority) alleging that – And whereas a case has been registered by the Anti-Corruption Bureau/ Officer incharge of the Police Station…….in Crime No…….. under section …….. of And whereas it is considered that his continuance in office will prejudice the investigation ;

And whereas the Government of Andhra Pradesh/undersigned (appointing authority or any other competent authority) after careful consideration of the available material and having due regard to the circumstances of the case, are satisfied that the Criminal charge under investigation is connected with his official position as a Government servant and involved moral turpitude and therefore consider it necessary to place Sri/Smt……. under suspension.

Now, therefore, in exercise of the powers conferred by sub-rule (1) of Rule 8 of Andhra Pradesh Civil Services (CCA) Rules, 1991 the Government of Andhra Pradesh/undersigned) appointing authority/any other under competent authority) hereby place(s) the said Sri/Smt……..……..under suspension from the date of communication of this order and he/she shall

continue to be under suspension until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the criminal charge(s).

It is further ordered that during the period this order remains in force, the headquarters of Sri/Smt……(name and designation of the Government servant) shall be ……..(name of the place) and the said Sri/Smt……shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature
Name and designation of the Suspending authority

2. Addl SP / Addl Commandant can exercise the power of suspension only in the cases of constables in Police Department, he shall forth with report to the appointing authority the circumstances in which the order has been made.

3. A police officer is deemed to have been placed under suspension by the competent authority in the following cases.

A. With effect from the date of detention, if he is detained in custody whether on a criminal charge or otherwise for a period exceeding 48 hours.

B. With effect from the date of conviction for any offence and sentenced to a term of imprisonment exceeding 48 hours and is not forth with dismissed or removed or compulsorily retired consequent to such conviction.

4. Where a penalty of dismissal, removal or compulsory retirement from service are imposed up on a charged officer under suspension is set aside in appeal, revision or review or set aside by a court of law and the case is remitted for further enquiry or with any other direction, the order of suspension shall be deemed to have continued in force on and from the date of original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

Competent authority to suspend

C.O.Circular No.721/T1/87 dt.16-6-1991

175-1. As per item 17 in the table under rule 13 of APCS (CC&A) rules 1991, members of state services holding initial gazetted posts are to be suspended by the heads of departments concerned but as per rule 15 of same rules, the appointing authority or the superior to such authority may also place

under suspension any member of service under rule 8 of APCS (CC&A) rules. Therefore the orders of the head of the department shall be obtained before suspending any initial gazetted officer to satisfy the rule position.

Note:Though the posts of Inspectors and equivalent categories are gazetted, the posts are only zonal posts and for Inspectors and equivalent ranks, the DIsG are the appointing authorities. Therefore, Rule 15 applies to Inspectors of Police.

2. Suspension can be resorted only in terms of grave charges like rank insubordination, moral turpitude, riotous behaviour and unruly demonstration which would normally entail dismissal, removal of the person concerned and also when it is not expedient to continue him on duty in the public interest. It also be considered whether it would suffice if he is transferred to a distant place.
3. In trap cases, suspension may be resorted only in case of successful trap and arrest by ACB.
4. In case of disproportionate assets, he may not be suspended merely on a registration of case but he can be suspended when he deliberately fails to co-operate with investigation or trying to tamper with records or witnesses or with the investigating agency.

Other conditions of suspension

176-1. Suspension shall take effect from the date of receipt of the order unless he is an absentee without leave, in which case, it will take effect from the date of absence from duty.

2. He may be allowed to leave the station provided he gives his address unless he is wanted for enquiry.
3. All suspended officers shall deliver to their immediate superior officer their sanads, identity cards and kits supplied by the Government and they shall not wear uniform. They may not be asked to vacate the quarters except for specific reasons.
4. The members of the State or subordinate Police service, should not be allowed to attend to any official work as long as they continue under suspension.

Review of suspension order

Gazetted Officers

177 -1A. Where the order of suspension is issued by the Zonal/Regional Authority, the first review of such order after six months, shall be by the Zonal/ Regional Authority. The 2nd and subsequent reviews at six monthly intervals shall be by the Head of the Department.

B. Where no Zonal / Regional Authority exists, and the Order of suspension on a member of service initial as well as second level Gazetted Category is issued by the Head of the Dept., Such order shall be reviewed at an interval of every six months by the Head of the Dept.

C. Even if suspension is ordered by Government, the review shall be done as ordered above except that prior approval of the Government to the result of the review shall be obtained where the review leads to reinstatement, before orders of reinstatement are issued.

D. In respect of third level and above Gazetted Categories of officers, the review of order of suspension, at an interval of every six months shall be by the Government only.(Form 26 and 27)

FORM : 26 **Order No. 177**

STANDARD FORM OF ORDER FOR REVOCATION OF SUSPENSION ORDER

(Rule 8(5) of A.P Civil Services (C.C.A) Rules, 1991)

Memo. No……. Dated……..

Sub. :-

Ref. :-

Whereas, an order placing Sri……..…….(Name and Designation of the Government Servant) under suspension was made/was deemed to have been made by……on…….

2. Now, therefore, (the authority which made or is deemed to have made the order of suspension or any authority to which that authority is subordinate) in exercise of the powers conferred by clause (c) of sub-rule(5) of Rule 8 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, hereby revoke the said order of suspension with immediate effect.

(IN THE NAME OF COMPETENT AUTHORITY/DISCIPLINARY AUTHORITY)

To

Sri…….

(Name & designation of suspended officer)

FORM : 27 **Order No. 177**

STANDARD FORM OF CERTIFICATE TO BE FURNISHED BY THE SUSPENDED OFFICIAL UNDER F.R. 53(2)

I……(name of Government servant) having been placed under suspension by Order No……Dt……while holding the post of……do hereby certify that I have not been employed in any business.

Name of the Government servant :

SIGNATURE

Address :

Non Gazetted Officers

2-A. The first review, of the order of suspension after six months from the date of issue of orders shall be by the appointing authority. The 2nd and subsequent reviews shall be by the Regional Authority, where it exists, at intervals of six months. Where no Regional Authority exists, the 2nd and subsequent reviews of order of suspension shall be by the Head of the Department at an interval of every six months. Where the appointing authority is Head of the Department itself, the review of the order of suspension at an interval of every six months, shall be by the Head of the Department only.

B. Even if suspension is ordered by a higher authority, the review shall be done as ordered above except that a report on the result of review shall be sent to the higher authority for information and record.

Suspension as specific minor punishment

178-1. As a specific minor punishment, suspension can be imposed as a penalty to a maximum period of 15 days., *on directly recruited members of the A.P.Civil Police subordinate Service and the A.P. Special Armed Police Service, if the penalty of Reduction to a lower grade, Post, or time*

scale or to a lower stage in the same time-scale or to a lower stage in the same time-scale cannot be imposed as prescribed under the rule relating to " other penalties in C.C. & A Rules."

2. Where a charged officer is suspended pending enquiry and at the conclusion of proceedings, the competent authority considers that the whole or part of the period of suspension already undergone should be treated as suspension, this becomes a specific penalty.

   Note: When suspected period is treated as a penalty, it falls under Minor penalty and no other penalty should be imposed in such a case.

3. Where a charged officer has been suspended and where the period of suspension already undergone is treated as suspension after the conclusion of the proceedings and he is allowed to join duty in the former post, the period prior to suspension can be counted for probation and increments and also towards pension. But, the period of suspension treated as specific penalty does not count for increments and pension.

Departmental enquiries in case of fraud or embezzlement of Government Money or criminal misconduct etc.

179. The following instructions should be followed in regard to the institution of departmental enquiry where a prosecution is or is likely to be instituted,

1. In cases of fraud or misappropriation or grave criminal misconduct departmental action can be taken besides prosecution.

2. When a criminal case is pending in a court, departmental proceedings on the same charge should be suspended. In such cases it must be decided whether the departmental proceedings should be taken in the first instance before filing a charge sheet. However departmental enquiry can take place simultaneously with police investigation. Laying of charge sheet subject to limitations provided under Cr.P.C. can be delayed till the departmental action is completed.

   Note : When the subject matter of the charge in the criminal case, the witnesses, the evidence and circumstances are one and the same, in the domestic enquiry, also, it is appropriate to defer the domestic enquiry until criminal proceedings are concluded.

3. If it is decided to take departmental action first, the departmental proceedings should not be postponed till a criminal case is launched and disposed off, but orders should be passed on merits of the case.

Resignation/Retirement of government servant when departmental proceedings are pending

180-1. Notwithstanding anything contained in clauses (a) and (c) of Fundamental Rule 56, a charged officer under suspension on a charge of misconduct should not be required or permitted to retire on his reaching the date of superannuation or compulsory retirement but should be retained in service until the enquiry is completed and the final order passed. He shall be allowed to draw the subsistence allowance. If he is finally exonerated he should be allowed to draw only the pension which he would have been entitled had he retired from service in usual course. The allowance already drawn should be adjusted towards pension admissible.

2. Charged officers on duty who attained the age of superannuation and against whom departmental proceedings are pending may be permitted to retire on a provisional pension if the charges are not so serious for dismissal or removal. In the final orders passed a suitable reduction in pension is made if necessary by following the procedure prescribed under article 470 of C.S.Rs (Civil Service Regulations)

3. A charged officer should not be permitted to resign pending departmental proceedings or under contemplation.

Recovery from pension

181-1. If any recovery has to be made from an officer to make good the loss caused to the government as a result of his negligence or fraud while he was in service, his pension should not be sanctioned until the enquiry is completed and the amount of loss is determined. Such amount should be adjusted against last pay or leave salary due to him. If it is excess than it should be ascertained from him whether he is willing to make good the loss by recovery from his pension. If he is willing his consent should be obtained in writing before the pension is sanctioned and mention may be made in the pension payment order.

2. If he refuses to give his consent steps should be taken to proceed against him in a court of law under Revenue Recovery Act or write off the loss if it is considered not worthwhile to proceed against him legally.

3. The government, reserves the right of withdrawing or with holding pension or any part of it whether permanently or for a specified period.

Granting of copies of Minutes and other Records in Departmental Enquiries

182. No records other than the memorandum of charge(s) the copy of the minute and the final orders need be furnished to officers charged of misconduct by the department. Access to records may be permitted only during the enquiry and for purposes of explanation, subject to conditions below. However, access will be confined only to the statements of witnesses recorded and the documents filed during the oral enquiry for the purpose of making representation at the conclusion of the oral enquiry.

1. The application should specify the records required for perusal and reasons there for.
2. The access is allowed only under supervision and to take notes or copies.
3. None of the records is allowed to be carried away in original with them; and
4. In the case of Officers, who do not know the language of any document or record, they may be allowed with the approval of the officer-in-charge of the records, the assistance of another officer or an Assistant of the department who knows the language.

Absence without leave

G.O. 586, Judl. Dated 6.11.1928.

183. Absence without leave up to 20 days may be dealt with under CC&A Rules. Leave without pay can be granted for periods of absence though he has other leave to his credit.

Desertion

184. Absence without leave from duty for more than 21 days amounts to desertion, after which the officer will be declared a deserter. An order declaring the officer a deserter will be passed and served on the officer, or sent to him by registered post, acknowledgement due to his address on record. In that order it should be specifically mentioned as follows:

"If you have the intention of joining duty, you should report before the Superintendent of Police, District Chief of Police/Deputy Commissioner of Police/Commandant immediately for enquiry".

Rc.No.1732/ T3/67, dated 1.5.1968.

If, within two months from the date of desertion or one month from the date of issue of the order declaring him as deserter, whichever is later, the officer reports before the SP or DCP concerned with a request to take him to duty in response to the order declaring him deserter, he should be taken to duty and placed under suspension, if necessary, depending on the facts of the case, pending enquiry into his conduct. Discretion should be exercised in placing an officer under suspension. A charge will be framed against him, an oral enquiry conducted and orders passed on the merits of the case. If the officer does not report before the SP, within the period specified above, or if the order declaring him a deserter is returned undelivered, a charge should be framed immediately fixing a date for the oral enquiry, and sent by registered post, acknowledgment due, to his address on record. If returned undelivered or if, having received the memorandum of charge, the deserter fails to attend on the date specified in the memorandum, or if his whereabouts are unknown and could not be ascertained, an ex-parte oral enquiry should be held and orders passed on the OE file. If the deserter reports before the SP after the above-stipulated period but before the completion of the OE against him, he shall be taken to duty and placed under suspension if necessary pending enquiry against him.

Punishment – Date of effect

(Govt. Memo. No. 4810/69-1 G.A. (Ser.C) Dept. dated 12.12.1960 of AP)

185. In regard to the date from which orders passed by competent authorities imposing disciplinary penalties should take effect, the Government have directed :-

1. that in a case where it is possible to serve the order on the charged officer and give effect to it on the date of passing of the order, it takes effect from the date of issue of the order;

2. that if it is not possible to serve and give effect to the order on the date of passing of the order, it takes effect from the date of its service on the charged officer; and

3. that such an order may be sent to an officer on leave or under suspension to the address given by him by registered post with acknowledgement due and if he fails to receive, it may be deemed to have been received by him on the date on which the communication sent by registered post would normally have reached him at the address given by him.

Note : Provided that, in cases, where the orders / notices cannot be served on the member, such orders/notices should be published in the Gazette.

4. All the punishments awarded to the charged officer, should be entered in their service books duly updating the defaulter sheets.

Punishment of Officers on deputation from other Departments

186. In the case of an officer lent by one department or office to another, the disciplinary authority in respect of the post held by the officer for the time being may impose any of the penalties prescribed in the APCS (CC&A) Rules, except that of compulsory retirement, removal or dismissal from service, but before imposing any such penalty, such authority should consult the lending authority in the matter and the opinion of the latter should ordinarily prevail. In cases which call for the punishment of compulsory retirement, removal or dismissal the borrowing authority should complete the enquiry and forward the records together with his findings to the lending authority, which shall then pass such orders as it thinks fit.

Punishment of Probationers, temporary officers, and officers on contract

187-1. The discharge of a probationer before the expiry, or at the end of the prescribed or extended period of probation, or of a person appointed otherwise than under contract to hold a temporary appointment on the expiry of his appointment or of a contract officer in accordance with the terms of his contract does not amount to removal or dismissal within the meaning of the disciplinary rules. In all respects a probationer or temporary officer or contract officer is none the less a member of service, and in respect of disciplinary matters will be subject to the ordinary disciplinary rules in the same way as other member of the service.

2. Where the special rules of any service prescribe a period of probation for appointment as a full member of the service, the appointing authority, may at any time, before the expiry of such period at its discretion by order either extend the period of probation of the probationer. In case the probation has not been extended under Rule 17 of General Rules for AP State and Subordinate Service Rules. He may terminate his probation and discharge him from service after giving him one month's notice or pay in lieu of such notice. At the end of the prescribed or extended

period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for the full membership of the service or category for which he was selected. The decision whether a probationer is suitable for such membership or his probation should be extended shall be taken before or immediately after the expiry of the prescribed period of probation but within a period of 8 weeks and communicated to him, so that he may rectify such lapses. The appointing authority shall also communicate the lapses on the part of the probationer well in advance of the expiry of the prescribed period of probation so that he may rectify such lapses.

Note : *The appointing authority shall issue correctional memoranda to the probationer pointing out his shortfalls in functioning and discipline.*

The Subordinate officers under whom the probationers are working should be instructed to send special reports in respect of probations. Even after issue of correctional memoranda, there is no improvement found in the probationer, it constitutes a valid and good ground to terminate the probation of the member.

Any order passed without informing the probationer about the lapses found in him and without giving opportunity to reform himself, will be unsustainable in law and it is "ab-initio void"

3. If the appointing authority, decides that a probationer is suitable for such membership, it shall as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the expiry of the prescribed or extended period of probation.

4. If the discharge of the probationer is ordered as a measure of punishment on the ground of misconduct, negligence or any specific deliquency on the part of the probationer, the procedure prescribed in Rule 20 of the APCS (CC&A) Rules 1991 shall be followed and it shall not be necessary to give him one month's notice or pay in lieu of such notice.

   (G.O.Ms.No. 368, G.A (Ser.A) Dept. dated 18.6.1984 of AP)

5. The orders of discharge of probationer or termination of his probation in so far as it relates to cases of misconduct or un-satisfactory performance of duties by the probationer shall be confirmed by higher authority. The

higher authority in all such cases should take expeditious action and communicate his decision within one month.

Note : *In cases, where orders extending the probation are not issued for unsatisfactory work or where orders declaring the probation are not issued after completion of the prescribed period of probation, the probation shall be deemed to have been declared after expiry of the period of one year after prescribed time limit. (Rule 18 (b) (ii) of General Rules).*

Prohibition of formal warning

188. There is no provision in CC&A Rules for awarding recorded warnings, since warning is not a penalty under CC&A Rules. Officers conducting enquiries are precluded from issuing written orders like 'warned to be careful in future', "Let off taking a lenient view", "warned". They should clearly mention that the charged officer is either 'exonerated' or the charges are not proved.

Ref : Circular Memo No.60897/Services-C/99, GAD dt.12.11.1999 of Govt of AP.

Appeals - Records to accompany

189. Appellants when submitting appeals shall also submit a copy of the minute and the order appealed against.

Appeals – time limit

190. Appeals should be submitted within 3 months from the date of the order communicated to the appellant. However the appellate authority may entertain the appeal after the expiry of the said period, if he is satisfied that the appellant had sufficient cause for not preferring the appeal in time. The appellate authority is empowered to condone the delay and extend the time limit. (Rule 43 CCA Rules)

Appeals – time barred - consideration

191. Time barred appeals are liable to summary rejection.

1. A Police Officer is entitled statutorily to only one appeal against any order imposing a penalty on him.
2. All officers are advised not to withhold any petition submitted by an officer addressed to the higher authority.

Appeals - Forwarding of records

192-1. Every appeal shall be forwarded to the appellate authority by the authority against whose orders the appeal is preferred, and with remarks on each paragraph of the appeal in regard to the accuracy of the statements made and inferences drawn. In forwarding appeals, the records connected with the order appealed against, and records of enquiry in the case of major penalties should be forwarded to the appellate authority, together with a copy of the appellant's defaulter sheet and personal file, if one is maintained. The records of the enquiry and defaulter sheet need not be sent with time barred appeal. The appellate authority will call for them, if he so requires. A certificate that the copy of the minutes furnished by the appellant is genuine should also be sent.

(Govt. Memo. No. 2572/ Pol. E/68-1, dated 30.7.1968 of AP)

2. In the case of Appeals/Review, petitions, addressed to Government, all the records relied upon and leading to the original or appellate orders have to be submitted duly arranged chronologically, indexed, pages numbered and securely fastened.

3. An appellate authority should not call for a special report until he has seen records and discovered the exact points upon which such a report is required.

(G.O.Ms.No780, Home, dated 22.2.1951.)

4-A. When an appeal is presented, the appellate authority should first satisfy itself whether the requirements of the APCS (CC&A) Rules, have been complied with and if there are any procedural defects which may have caused prejudice to the appellant or resulted in a miscarriage of justice, it should return the case to the authority which passed the original order for the rectification of the defects after setting aside the original order which is found to be irregular due to procedural defects. Where an order of dismissal or removal or compulsory retirement is set aside under this provision, the charged officer shall invariably be kept under suspension till the fresh proceedings rectifying the defect are disposed of. Where an order of reversion or reduction to a lower post is set aside under this provision the charged officer shall be restored to his original post till fresh proceedings rectifying the defects are disposed of. In the case of other punishments, the penalty imposed by the original order shall not be cancelled thereby but will continue to be in force, pending the issue of fresh orders in the matter.

B. If the procedural defects are of minor in nature which could not have caused miscarriage of justice to the appellant the appellate authority may

dispose of the appeal on its merits, but it will specify the irregularities in its order and state why they have been disregarded.

5. An appellate authority, while revising or modifying an order of dismissal or removal of an officer, may order that the past service put in by the appellant will count for pension.
6. Under Rule-37 of APCS (CC&A) Rules, an appellate authority or a higher authority has powers to impose penalty when the lower authority has declined to impose it, or to enhance the punishment already awarded by the lower authority. In either case, the higher authority shall give an opportunity to the charged officer to show cause why the proposed or enhanced penalty should not be awarded, and shall take into consideration the representation made by him before passing final orders.
7. When an admissible appeal is submitted to the Government all the evidence, documentary and oral, which forms part of the record of the enquiry should be submitted with the appeals, and also the remarks of the head of the department on the points raised in the appeal.
8. In cases where an appellant state that the rules laid down in APCS (CC&A) Rules were not followed, the authority passing the orders appealed against should specifically examine such averments and mention the same in his order.
9. No Review petitions will be entertained by the Government without the recommendation of the DGP, or if it is sent after 3 years of the final disposal including all possible appeals. Where the Government has disposed of a matter on appeal once no mercy petition or further appeals shall be entertained (Rule 41).
10. There is no provision in CC&A Rules for submission of mercy petitions to Government.

Punishments - summary and non-appealable

193-1. Punishment awarded in the Orderly Room are not appealable. They should be entered only in the O.R. Register. The Orderly Room punishments should be warnings and extra drill or physical training not exceeding one and a half hours or 45 minutes respectively in a day and up to a maximum of 1 week. In respect of APSP, confinement to the barracks should not exceed 7 days. No other form of punishment should be awarded in the Orderly Room.

2. These punishments may be imposed after a summary enquiry in the orderly room. The procedure for holding orderly rooms is given in the Chapter dealing with District Armed Reserve. The same procedure should be followed for holding orderly rooms in the A.P. Special Police Battalions.
3. An Inspector, Reserve Inspector, or DAR/SAR/CAR/APSP or any other officer commanding or in-charge of a company or any superior officer may award the above punishments.

Appellate authorities

4. The appellate authorities for various ranks of police officers in relation to various types of punishments are given in the table of appendix IV of the CC&A rules.

   Note: In this chapter, wherever references are made to the officers of the Civil Police, they should be construed to include officers of the corresponding ranks of the District, City and State Reserve Police, the Special Police Battalions, and Transport and Radio Organizations.

Revision Petition

Rule 40 of CCA Rules

5. In cases, where the appeal is rejected by the Appellate authority or where the member is aggrieved by the order of the Appellate Authority, in cases where the penalty is modified, to the disadvantages of the member, he is entitled to submit a Revision petition to the higher authority to appellate authority within a period of one year of the date of receipt by him of the order sought to be revised. The revisioning authorities can *suo-motu* call for the records from the Disciplinary authority and pass orders in any case on merits. These *suo-motu* powers can be exercised by the Government within a period of four years from the date of the impugned order.

Review Petition to Government

Rule 41 of CCA Rules

a. The Government may exercise the power to review any order passed under CC & A rules only on the reference made by the Head of the Department, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case has come or has been brought to its notice.

b. The government shall exercise the power of review within a period of 3 years.

Powers of Govt to review their own orders

Rule 38 of CCA Rules

Review of original orders passed by the Government in lieu of appeal. Government may review their own order within a period of 3 months in cases where original orders were passed by the Government.

Note : (1) This power of review by the Government is exercisable because no appeal can be filed against an order passed by the Government.

Note: (2) In cases investigated by ACB, V & E and the CID the original orders imposing penalties are passed by Government on the members.

Supreme Court Judgments :

1. Termination of an employee for unauthorised absence without conducting enquiry as required under law amounts to failure to exercise its statutory power coupled with duty as such termination is violative of Act 14,16,19 and 21 of the Constitution of India. (Raghubir Singh vs General Manager, Haryana Roadways, Hissar 2014 (9) SCJ 91, (2014) 10 SCC 301
2. Dismissal from service modified to compulsory retirement.

   A.P Civil Services (Classification, Control and Appeal) Rules, 1991, Rule 9 (ix) – Acquittal in criminal case-Disciplinary proceedings on same set of charges-Appellants appointed as armed reserve constables by the Superintendent of Police, later transferred on deputation to the office of Superintendent of Police, Railways. They were charged in a murder case and charge memo was issued to them on 11/09/2004. Enquiry officer appointed to enquire into the charges against them and enquiry report was submitted holding that the charges as proved and repatriated to their parent department. Dismissal orders were passed by borrowing department. Original Application (O.A) filed before Administrative Tribunal challenging dismissal orders- Railways Superintendent filed writ petition before High Court-Writ petition allowed by High Court. Matter carried to Supreme Court – Held, charges in disciplinary proceedings and criminal trial are similar- Appellants honourably acquitted in criminal trial- High Court has not considered the matter in a correct way. Appellants are entitled for alternative relief. Punishment modified to a compulsory retirement.

   A. Gopala Gowda and C.Nagappan, JJ.

   (S.Bhaskar Reddy and another Vs Superintendent of Police and another, 2014 (10) SCJ 428.)

APPENDIX -IV

(Rule - 14 (2) Second Proviso to Rule 34 (i) (iii) Second Proviso)

COMPETENT AUTHORITY WHICH MAY IMPOSE PENALTIES ON MEMBERS OF THE ANDHRA PRADESH POLICE SUBORDINATE SERVICE AND ANDHRA PRADESH SPECIAL ARMED POLICE SERVICE

SI. No.	Class of Subordinate	Censure U/C 9(i)	With holding of increments or promotion U/C 9(ii)(iv)	Recovery from pay U/C 9 (ii)	Suspe nsion U/C 9 (v)	Reduction U/C 9 (VI)	Compulsory retirement removal or dismissal u.r.9 (vii) (viii) (ix)	Appellate authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
ANDHRA PRADESH POLICE SUBORDINATE SERVICE								
(1)	(i) Sub-Inspectors of Police (including Women SIs) (A) Moffussil Districts	Addl. Supdt. of Police or Dy. Supdt of Police	Addl. Supdt. of Police or Dy. Supdt of Police	Addl. Supdt. of Police or Dy. Supdt of Police	Addl. Supdt. of Police or Dy. Supdt of Police	Dy. Inspector Genl concerned or an officer of equivalent rank/higher rank	All Deputy Inspector General/ Inspector General of Police of all ranges G.O. Ms.No.519, G.A. (Ser.C) Dept., dt. 30.12.2002 Earlier Position Dy. Inspector Genl. concerned or an officer of equivalent rank /higher rank "All Deputy Inspector General / Inspector General of Police of all ranges now in existence". (G.O.Ms.No. 519,G.A. (Ser.C) Dept., Dt. 30.12.2002)	(i) The S.P concerned in respect of orders passed by the D.S.P. (ii) Dy. Inspector General concerned or an officer of equivalent/higher rank in respect of orders passed by the Addl. Supdt. of Police or Supdt. Of Police. (iii) The Special Inspector Genl. of Police or an officer of equivalent rank / higherrank dealing with administrative matters in respect of orders passed by the DIG of Police of equivalent / higher rank.

	(ii) Police Training College/ Andhra Pradesh Police Academy	Vice Principal Faculty Member (Dy. Supdt. Of Police) or Asst. Director (Addl Supdt of Police)	Vice Principal Faculty Member (Dy. Supdt. Of Police) or Asst.Director (Addl Supdt of Police)	Vice Principal Faculty Member (Dy. Supdt. Of Police) or Asst.Director (Addl Supdt of Police)	Vice Principal Faculty Member (Dy. Supdt. Of Police) or Asst.Director (Addl Supdt of Police)	DIG (Trg.) Joint Director (Dy. Inspr. Genl.) or an Officer of Equivalent rank/ higher rank	DIG (Trg.) Joint Director (Dy. Inspr. Genl.) or an Officer of Equivalent rank/higher rank	The Principal in respect of orders passed by the Vice- Principal and Director, Police Academy and Inspector Genl. of Police, Training in respect of orders passed by the Dy. Inspector General Training / Joint Director of (DIG) Andhra Pradesh Police Academy or Director of equivalent or higher rank.
(a)	(i) Intelligence Branch, AP	Addl Supt of Police or Dy.Supdt of Police concerned	Addl Supt of Police or Dy.Supdt of Police concerned	Addl Supt of Police or Dy.Supdt of Police concerned	Addl Supt of Police or Dy.Supdt of Police concerned	Dy. Inspr. General Intelligence	Dy. Inspr. General Intelligence	The S.P. Intelligence in respect of orders passed by the Deputy Superintendent of Police, Intelligence and Inspector General of Police, Intelligence and Inspector General of Police, Intelligence in respect of orders passed by the Dy. Inspector General of Police, Intelligence.
	(ii) Crime Investigation Department	Addl Supt of Police or Dy.Supdt of Police concerned	Addl Supt of Police or Dy.Supdt of Police concerned	Addl Supt of Police or Dy.Supdt of Police concerned	Addl Supt of Police or Dy.Supdt of Police concerned	Inspr. General of Police, CID	Inspr. General of Police, CID	The Superintendent of Police, CID in respect of orders passed by the Deputy Superintendent of Police and Director General of Police in respect of orders passed by the Inspector General of Police, CID of an Officer of equivalent or higher rank.
(b)	(i) State Crime Records Bureau Finger Print Bureau (including Sub-Inspector Photographer)	Director or Deputy Superintendent of Police	Director or Deputy Superintendent of Police	Director or Deputy Superintendent of Police	Director or Deputy Superintendent of Police	Director SCRB or an Officer of equivalent/ higher rank	Director SCRB or an Officer of equivalent/ higher rank	The Director, State Crime Records Bureau or Officer of equivalent/higher rank in respect of orders passed by the Director, Finger Print Bureau or Deputy Superintendent of Police. The Special Inspector General of Police or an officer of equivalent/higher rank dealing with administrative matters in respect of orders passed by the Director, SCRB or an officer of equivalent/higher rank.

	(ii) Police Computers	Supdt of Police	Supdt of Police	Supdt of Police	Supdt of Police	Director SCRB or an Officer of equivalent / higher rank	Director SCRB or an Officer of equivalent / higher rank	The Director, State Crime Records Bureau or an officer of equivalent/higher rank in respect of orders passed by the Superintendent of Police, Computers. The Special Inspector General of Police or an officer of equivalent/higher rank dealing with administrative matters in respect or orders passed by the Director, or an officer of equivalent / higher rank.
(c)	Vijayawada City Police & Visakhapatnam City Police	Dy.Commr of Police (in the rank of Additional Superintendent of Police) or Assistant Commr. of Police (in the rank of Dy. Superintendent of Police) concerned	Dy.Commr of Police (in the rank of Additional Superintendent of Police) or Assistant Commr. of Police (in the rank of Dy.Superintendent of Police) concerned	Dy.Commr of Police (in the rank of Additional Superintendent of Police) or Assistant Commr. of Police (in the rank of Dy.Superintendent of Police) concerned	Dy.Commr of Police (in the rank of Additional Superintendent of Police) or Assistant Commr. of Police (in the rank of Dy.Superintendent of Police) concerned	Commissioner of Police	Commissioner of Police	Assistant Commissioner of Police (in the rank of Dy.S.P)
(2)	Reserve Sub-Inspectors (a) Mofussil (i) Districts	Addl. Supdt of Police or Dy. Supt of Police concerned or an Officer of corresponding rank	Addl. Supdt of Police or Dy. Supt of Police concerned or an Officer of corresponding rank	Addl. Supdt of Police or Dy. Supt of Police concerned or an Officer of corresponding rank	Addl. Supdt of Police or Dy. Supt of Police concerned or an Officer of corresponding rank	Dy.Inspector General or an officer of equivalent / higher rank	Dy.Inspector General or an officer of equivalent /higher rank	The Superintendent of Police concerned in respect of orders passed by the Dy.Supdt of Police. The Deputy Inspector General or an officer of equivalent/higher rank in respect of orders passed by the Additional Supdt. of Police or Superintendent of Police. The Special IGP or an officer of equivalent/higher rank dealing with administrative matters in respect or orders passed by the DIG or an Officer of equivalent/higher rank.

	(ii) Special Armed Reserve Central Police Lines	Assistant Coammdandt.	Assistant Coammdandt.	Assistant Coammdandt.	Assistant Coammdandt.	Special Inspector General of Police, A.P.S.P Bns	Special Inspector General of Police, A.P.S.P Bns	The Commndt. SAR CPL in respect of orders passed by the Assistant Commndt. The Director General of Police in respect of orders passed by the Spl.Inspector General of Police, APSP Bns
	(iii) Police Training College, Ananta-puram	Vice Principal	Vice Principal	Vice Principal	Vice Principal	Dy.Inspr General Training	Dy.Inspr General Training	The Principal in respect of orders passed by the Vice Principal, the Director, A.P Police Academy and Inspr. Genl of Police Academy and Inspr. Genl of Police, Training, in respect of orders passed by the Dy.Inspr.General/ Training/ Joint Director, Dy. Inspector General or an officer of equivalent/higher rank.
(b)	(i) Vijaya-wada City Police	Dy. Commr.of Police (in the rank of Additional Supdt. of Police) or Asst Commr. of Police (in the rank of Deputy Superintendent of Police) concerned	Dy. Commr.of Police (in the rank of Additional Supdt. of Police) or Asst Commr. of Police (in the rank of Deputy Superintendent of Police) concerned	Dy. Commr.of Police (in the rank of Additional Supdt. of Police) or Asst Commr. of Police (in the rank of Deputy Superintendent of Police) concerned	Dy. Commr.of Police (in the rank of Additional Supdt. of Police) or Asst Commr. of Police (in the rank of Deputy Superintendent of Police) concerned	Commr of Police	Commr of Police	The Additional Commr. of Police (in the rank of S.P) in respect of orders passed by the A.C.P (in the rank of D.S.P) The Special I.G.P or an officer of equivalent/higher rank dealing with administrative matters in respect of orders passed by Commissioner of Police, Vijayawada

	(ii) Visakhapatnam City Police	Dy.Comr. of Police (in the rank of Addl. Supt of Police) or Asst. Commr. of Police (in the rank of Supdt. of Police) concerned	Dy.Commr. of Police (in the rank of Addl.Supt of Police) or Asst. Commr. of Police (in the rank of Supdt. of Police) concerned	Dy.Commr. of Police (in the rank of Addl.Supt of Police) or Asst. Commr. of Police (in the rank of Supdt. Of Police) concerned	Dy.Commr. of Police (in the rank of Addl.Supt of Police) or Asst. Commr. of Police (in the rank of Supdt. Of Police) concerned	Commr of Police	Commr of Police	The Additional Commr. of Police (in the rank of S.P) in respect of orders passed by the Assistant Commissioner of Police (in the rank of Dy.Suptd of Police) The Speical Inspector General of Police or an officer of equivalent / higher rank dealing with administrative matters in respect of orders passed by Commissioner of Police, Visakhapatnam
(c)	(i) Asst. Reserve Sub-Inspectors Armed Reserve	Addl.Supdt of Police or Dy. Supdt of Police concerned	Addl.Supdt of Police or Dy. Supdt of Police concerned	Addl.Supdt of Police or Dy. Supdt of Police concerned	Addl.Supdt of Police or Dy. Supdt of Police concerned	DIG or an officer of equiva-lent / higher rank	DIG or an officer of equivalent/higher rank	The S.P concerned in respect of the orders passed the Dy. S.P. The DIG or an officer of equivalent/ higher rank in respect of orders passed by the Addl. Supdt. of Police/ Supdt. of Police. The Spl. Inspr. Genl. or an officer of equivalent / higher rank dealingwith administrative matters in respect of orders passed by the Dy. Inspr. Genl. Or an officer of equivalent / higher rank.
	(ii) Vijayawada City Police	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Commr.o of Police	Commr. of Police	The Addl C.P (in the rank of SP) in respect of order passed by the Asst. Commr of Police (in the rank of Dy. Supdt of Police) The Spl.IGP or an officer of equivalent/higher ranke dealing with administration matters in respect of orders passed by the Commr. of Police, Vijayawada.

	(iii) Visakhapatnam City Police	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Dy.Commr. of Police (in the rank of Addl. Supdt of Police) or Asst.. Commr. of Police (in the rank of Dy. Supdt of Police) concerned	Commr of Police	Commr of Police	The Addl C.P (in the rank of SP) in respect of order passed by the Asst. Commr of Police (in the rank of Dy. Supdt of Police) The Spl.IGP or an officer of equivalent/higher ranke dealing with administration matters in respect of orders passed by the Commr. of Police, Visakhapatnam
(4)	Head Constables (a) Mofussil (b) District	Inspector of Police concerned	Inspector of Police concerned	Inspector of Police concerned	Inspector of Police concerned	Supdt of Police	Supdt of Police	The Dy.Supdt of Police concerned in respect of orders passed by the Inspector of Police The Dy.Inspector General or an officer of equivalent/higher rank in respect of orders passed by the Superintendent of Police.
	(i) Police Training College	Chief Law Inspr / Chief Drill Inspr	Chief Law Inspr / Chief Drill Inspr	Chief Law Inspr / Chief Drill Inspr	Chief Law Inspr / Chief Drill Inspr	Principal	Principal	The Vice-Prinicpal in respect or orders passed by CLI/CDL. The Dy. Inspector General (Training) in respect of orders passed by Principal
	(b) (i) Intelligence Branch, AP	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt of Police Intelligence	Supdt of Police Intelligence	The Dy.Supdt of Police concerned in respect of orders passed by the Inspector The Dy. Inspector Genl, Intelligence in respect of orders passed by the Supdt of Police, Intelligence
	(ii) Crime Branch, CID, AP	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt of Police, CID	Supdt of Police, CID	The Dy.Supdt of Police concerned in respect of orders passed by the Inspector The Dy.Inspector Genl, C.I.D in respect of orders passed by the Supt of Police, C.I.D

	(iii) (a) S.C.R.B Finger Print Bureau ASIs (including ASI, Photographer)	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Director SCRB or an officer of equivalent / higher rank	Director SCRB or an officer of equivalent / higher rank	The Director Finger Print, Bureau in respect of orders passed by the Inspector The Director General of Police in respect of orders passed by the Dir. SCRB or an officer of equivalent/higher rank.
	(b) Police Computers	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Police Computers	Supdt of Police Computers	Supt of police Computers in respect of orders passed by the Director The Dir. SCRB or an officer of equivalent / higher rank in respect of orders passed by the SP Supdt of Police, Computers
	(iv) Vijayawada City Police	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Addl Commr of Police in the rank of Supdt of Police	Addl Commr of Police in the rank of Supdt of Police	The Asst. Commr of Police (in the rank of DSP) concerned in respect of orders passed by the Inspector
	(v) Visakhapatnam City Police	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Addl. Commr of Police in the rank of Supdt of Police	Addl. Commr of Police in the rank of Supdt of Police	The Asst. Commr of Police (in the rank of DSP) concerned in respect of orders passed by the Inspector. The Commr. of Police Visakhapatnam in respect of orders passed by the Addl Commr. of Police (in the rank of Supdt. of Police)
	(b) Constables (including Women PCs Mofussil Districts	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt. of Police	Supdt. of Police	The Dy. Supdt of Police concerned in respect of orders passed by the Inspectors The Dy. Inspector Genl or an officer of equivalent / higher rank in respect of orders passed by the Supdt. of Police

	Police Training Colleges	Chief law Instructor or Chief Drill Instructor	Chief law Instructor or Chief Drill Instructor	Chief law Instructor or Chief Drill Instructor	Chief law Instructor or Chief Drill Instructor	Principal	Principal	The Vice-Principal in respect of orders passed by the Chief Law Instructor/Chief Drill Instructor The Dy. Inspector General Training in respect of orders passed by the Principal
	Intelligence Branch AP	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt. of Police Intelligence	Supdt. of Police Intelligence	The Dy. Supdt. of Police concerned in respect of orders passed by the Inspectors The Dy. Inspector Genl Intelligence in respect of orders passed by the Supdt. of Police, Intelligence
	Crime Branch, CID, AP	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt. of Police, CID	Supdt. of Police, CID	The Dy. Supdt. of Police concerned in respect of orders passed by the Inspectors The Dy. Inspector Genl Intelligence in respect of orders passed by the Supdt. of Police, CID.
(iv)	Vijayawada City Police	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Addl. Commr. of Police (in the rank of Supdt. of Police)	Addl. Commr. of Police (in the rank of Supdt. of Police)	The ACP (in the rank of DSP) concerned in respect of orders passed by the Inspectors The Commr. of Police (in the rank of DIG, Vijayawada in respect of orders passed by the Addl. Commissioner of Police (in the rank of Supdt. of Police)
(v)	Visakhapatnam City Police	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Addl. Commr of Police (in the rank of Supdt of Police)	Addl. Commr of Police (in the rank of Supdt of Police)	The ACP (in the rank of DSP) concerned in respect of orders passed by the Inspectors The Commr. of Police (in the rank of DIG, Visakhapatnam in respect of orders passed by the Addl. Commissioner of Police (in the rank of Supdt. of Police)

ANDHRA PRADESH POLICE RADIO BRANCH

(a) (b)	(I) Radio Supervisiors : SL (Technical) Draftsman	Dy. Supdt of Poilce Commns.	Dy. Supdt of Poilce Commns	Dy. Supdt of Poilce Commns	Dy. Supdt of Poilce Commns	Addl. Director Police Commns and officer of equivalent or higher rank	Addl. Director Police Commns and officer of equivalent or higher rank	The Supdt of Police Communications in respect of orders passed by the Dy.Supdt of Police, Comns and the DGP, in respect of orders passed by the Director or Addl. Director, Police Communications or by an officer of higher rank.
	(ii) Radio Technician ASI (Tech)	Dy. Supdt of Police Commns	Dy. Supdt of Police Commns	Dy. Supdt of Police Commns	Dy. Supdt of Police Commns	Addl.Director, Police Commns and officer of equivalent or higher rank	Addl.Director, Police Commns and officer of equivalent or higher rank	The Supdt of Police Communications in respect of orders passed by the Dy.Supdt of Police, Comns and the DGP, in respect of orders passed by the Director or Addl. Director, Police Communications or by an officer of higher rank
	(iii) (a) Grade-I Operator (HC Operators) (b) Painter (c) Carpenter (d) Blacksmith (e) Fitter (Electrician)	Inspector Police Commns concerned	Inspector Police Commns concerned	Inspector Police Commns concerned	Inspector Police Commns concerned	Supdt. of Police Communi-cations	Supdt. of Police Communi-cations	The Dy. Supdt. of Police Communications concerned in respect of orders passed by the Inspector and the Addl. Director or an officer of higher rank Police Communications in respect of orders passed by the Supdt. Police Communications.
	(iv) (a) Grade-II Operators (PC Commns.) (b) Blacksmith (c) Carpenter (d) Fitter (Electrician)	Inspector Police Commns concerned	Inspector Police Commns concerned	Inspector Police Commns concerned	Inspector Police Commns concerned	Supdt. of Police Communi-cations	Supdt. of Police Communi-cations	The Dy. Supdt of Police Communications concerned in respect of orders passed by the Inspector and the Addl. Director or an officer of higher rank Police Communications in respect of orders passed by the Supdt Police Communications,.

POLICE TRANSPORT ORGANISATION

(i)	Sub-Inspectors	Technical Assistant	Technical Assistant	Technical Assistant	Technical Assistant	Director, PTO or any Officer of equivalent or higher rank holding charge of Police Transport Organization	Director, PTO or any Officer of equivalent or higher rank holding charge of Police Transport Organization	Director, Police Transport Organization or any officer of an equivalent or higher rank holding charge of PTO in respect of orders passed by the Technical Assistant and the Director General of Police in respect of orders passed by any officer of higher rank than the Director, PTO holding charge of PTO
(ii)	Head Constables	Inspector of Police	Inspector of Police	Inspector of Police	Inspector of Police	Director, PTO or any Officer of equivalent or higher rank holding charge of Police Transport Organization	Director, PTO or any Officer of equivalent or higher rank holding charge of Police Transport Organization	The Technical Assistant in respect of orders passed by the Inspector and the DGP in respect of orders passed by the Director, PTO or an officer of equivalent or higher rank holding additional charge of PTO
(iii)	Police Constables	Inspector	Inspector	Inspector	Inspector	Director, PTO or any Officer of equivalent or higher rank holding charge of Police Transport Organisation	Director, PTO or any Officer of equivalent or higher rank holding charge of Police Transport Organisation	The Technical Assistant in respect of orders passed by the Inspector and the DGP in respect of orders passed by the Director, PTO or an officer of equivalent or higher rank holding additional charge of PTO
ANDHRA PRADESH SPECIAL ARMED POLICE SERVICE								
(i)	Reserve Sub-Inspectors	Addl Commndt or Asst Commndt	Addl Commndt or Asst Commndt	Addl Commndt or Asst Commndt	Addl Commndt or Asst Commndt	Dy. Inspector General concerned	Dy. Inspector General concerned	The Commandant in respect of the orders passed by the Asst Commndt., DIG Concerned in respect of orders passed by the Commndt and the Inspector General of Police, APSP Bns in respect or orders passed by the Dy. Inspectors General of Police, APSP Battalions

(ii)	Asst Reserve Sub-Inspectors	Addl Commdnt or Asst Commndt	Addl Commdnt or Asst Commndt	Addl Commdnt or Asst Commndt	Addl Commdnt or Asst Commndt	Dy. Inspector General concerned	Dy. Inspector General concerned	The Commandant in respect of the orders passed by the Asst Commdnt DIG Concerned in respect of orders passed by the Commndt and the Inspector General of Police, APSP Bns in respect or orders passed by the Dy. Inspectors General of Police, APSP Battalions
(iii)	Head Constables	Reserve Inspector	Reserve Inspector	Reserve Inspector	Reserve Inspector	Commandant	Commandant	The Asst. Commdant in respect of the orders passed by the Reserve Inspectors and the Dy. Inspectors Genl of Police concerned in respect of the orders passed by the Commandant
(iv)	Constables	Reserve Inspector	Reserve Inspector	Reserve Inspector	Reserve Inspector	Commandant	Commandant	The Asst. Commandant in respect of the orders passed by the Reserve Inspectors and the Dy. Inspectors Genl of Police concerned in respect of the orders passed by the Commandant
GREY HOUNDS (SPECIAL SECURITY FORCE)								
(i)	Asst. Assault Commander (including women Asst. Assault Commanders) (SIs/RSIs)	Squadron Commanders (Addl. SP) or Assault Commanders (DSP) concerned	Squadron Commanders (Addl. SP) or Assault Commanders (DSP) concerned	Squadron Commanders (Addl. SP) or Assault Commanders (DSP) concerned	Squadron Commanders (Addl. SP) or Assault Commanders (DSP) concerned	Dy. Inspector Genl or an officer of equivalent / higher rank	Dy. Inspector Genl or an officer of equivalent / higher rank	The Group Commandant (SP) in respect of orders passed by the Assault Commander and the Spl. IGP or an officer of equivalently higher rank dealing with Administrative matters in respect of orders passed by the Dy. Inspr. Genl of Police.

(ii)	Senior Commando (Head Constables)	Dy. Assault Commander (Inspr/RI concerned)	Dy. Assault Commander (Inspr/RI concerned)	Dy. Assault Commander (Inspr/RI concerned)	Dy. Assault Commander (Inspr/RI concerned)	Group Commander (Supdt of Police)	Group Commander (Supdt of Police)	The Assault Commanders in respect of orders passed by the Dy. Assault Commanders and the Dy. Inspector General or an officer of equivalent/higher rank in respect of orders passed by the Group Commanders
(iii)	Junior Commandos (Police Constables)	Reserve Inspector	Reserve Inspector	Reserve Inspector	Reserve Inspector	Commandant	Commandant	The Assault Commanders in respect of orders passed by the Dy. Assault Commanders and the Dy. Inspector General or an officer of equivalent / higher rank in respect of orders passed by the Group Commanders
RAILWAY POLICE								
(i)	Sub-Inspectors / Reserve Sub-Inspectors	Addl. Supdt of Police or Dy.Supdt of Police concerned	Addl. Supdt of Police or Dy.Supdt of Police concerned	Addl. Supdt of Police or Dy.Supdt of Police concerned	Addl. Supdt of Police or Dy.Supdt of Police concerned	DIG Rlys or an Officer of equivalent/ higher rank	DIG Rlys or an Officer of equivalent/ higher rank	The Supdt of Police, Railways in respect of orders passed by the Dy. Supdt of Police and DIG Railways or and Officer of equivalent higher rank
(ii)	Head Constables	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt of Police, Railways	Supdt of Police, Railways	The Dy. Supdt of Police, concerned in respect of orders passed by the Inspector and the Supdt of Police in respect of orders passed by the Dy. Supdt of Police and DIG Railways in respect of orders passed by the Supdt of Police, Railways
(iii)	Constables	Inspector Concerned	Inspector Concerned	Inspector Concerned	Inspector Concerned	Supdt of Police, Railways	Supdt of Police, Railways	The Dy. Supdt of Police, concerned in respect of orders passed by the Inspector and the Supdt of Police in respect of orders passed by the Dy.Supdt of Police and DIG Railways in respect of orders passed by the Supdt of Police,

CHAPTER 11
Rewards and Awards

Different types of Rewards :

194. Recognition of good work and reward gives the best satisfaction to an Officer apart from providing a motivating force for greater achievement. The rewards, awards and incentives as mentioned herein, are granted to police personnel of all ranks, to recognize good work, devotion to duty, good record, exceptional courage and outstanding achievement or contribution to police service.

1 A. Commendation letters and Certificates

B. Good service and Meritorious Service Entries

C. Rewards in cash or kind to police personnel, (non-gazetted), technical or non-technical and private individuals;

D. Medals with prior approval of Government to Police personnel and in some cases to private individuals;

E. Accelerated promotions, advance increments by the Government;

Commendation Letter

2. Letters of Commendation from the Government and the DGP and the Commissioner of Police, **Vijayawada and Visakhapatnam Cities, SsP, SsRP of Districts/Railway Districts, Commandants of APSP, Range DIsGP, Regional IsGP, Unit heads,** for any specific good work done or task carried out may be sent to any Police Officer in the State. These letters are to be issued where no other reward or award has been given to the Officer concerned for the same work or task and should specify the task or good work for which the letter is being issued. The letter may be in a D.O. form addressed to the Officer by name. The Commendation letters may be issued on the basis of information which the DGP or the Government receive. A copy of the D.O. letter should be filed in the ACR file of the Officer. In respect of Police Officers for whom ACRs are not maintained an entry to the effect should be made in the Service Book of the concerned Officer.

Grant of Certificates and letters of thanks

3. Collectors, SPs/CsP/SsRP are permitted to issue formal proceedings conveying their thanks to public servants or private persons for the services rendered, and such proceedings will be published in the District Gazette. It will generally be sufficient to communicate a copy of these proceedings to the individuals concerned. It is however, desirable, that certificates on good quality hand-made paper are issued in acknowledgement of the services rendered. The issue of printed Certificates is prohibited. Good quality hand made paper can be had on application to the Director of Stationery or by local purchase. No officer lower in rank to that of a Unit Officer i.e., SP / Commandant/ SsRP, CsP should grant such certificates.

Rewards - Cash Rewards

195-1. Cash reward, within the sanctioning powers of the Officers mentioned in Order 196, may be granted to Police Officers of and below the rank of SIs for service of special merit and skills not being a routine work. Like arrest of important gang members, breaking organised crme network, arrest of most wanted offenders, brave act in saving lives and property, getting clues and successful interrogation of accused after arrest. Government is the competent authority for sanction of rewards to gazetted officers.

2. All non-gazetted Police Officers may also accept cash rewards offered by the Government.

3. All Police Officers may also accept in the following cases cash rewards offered by :-

   A. Private persons or Trusts or Companies etc. with prior approval of Government.

   B. Courts under section 14 of the AP Gaming Act and the AP Prohibition Act, 1995.

   C. The Central Excise & Customs, Narcotics Control Bureau or other Central Government Organizations or departments, and

   D. Other States in India.

E. Foreign Police Organizations/Governments with permission of GOI and State Government for investigative assistance and good work in the arrest of wanted offenders.

4. Rewards in connection with cases brought to trial should be granted promptly after conviction. The recommendation roll at every stage is treated as strictly confidential. It should include the sentence passed and observations, if any, made by the Court on the conduct of the police, and narrate the part played by each individual and state the reasons for regarding it as specially meritorious in character.

Rewards in connection with cases brought to trial should be granted promptly after conviction. The recommendation roll at every stage is treated as strictly confidential. It should include the sentence passed and observations, if any, made by the Court on the conduct of the police, and narrate the part played by each individual and state the reasons for regarding it as specially meritorious in character.

If a Public Prosecutor has taken keen interest in adjudication he/she may be rewarded by DIG/IG/DGP/Home Secretary.

Rewards - Sanctioning powers of officers

196-1. Sanctioning powers of cash rewards of Officers are given in the Table below.

S.No.	Name of the officer	Powers
1	DGP	Rs 25,000/- with a maximum limit of Rs.10,000 to an individual in any one set of circumstances.
2	ADGP	Rs 15,000/- with a maximum limit of Rs. 5,000 to an individual in any one set of circumstances.
3	IGP	Rs.12,000/- with a maximum limit of Rs.3,000 to an individual in any one set of circumstances.
4	DIGsP	Rs.10,000/- with a maximum limit of Rs. 3,000 to an individual in any one set of circumstances
5	Superintendent of Police	Rs7, 500/- with a maximum limit of Rs. 2,500 to an individual in any one set of circumstances
6	Commandants of AP Special Police	Rs 5,000/- with a maximum limit of Rs. 1,000 to an individual in any one set of circumstances.
7	SDPO	Rs 3,000/- with a maximum limit of Rs. 700 to an individual in any one set of circumstances.

G.O.Rt. No.1688 Home (Pol.A) Dept., dt. 1-8-1996 of Govt. of AP

2. In cases of NDPS Act 1986, AP Prohibition Act, 1995, the Police Officers are empowered to sanction rewards to non-gazetted Police Officers in any one set of circumstances up to limits mentioned, in the above Table subject to the total amount of reward not exceeding the value of the Narcotics or Psychotropic substances confiscated in the case plus the amount of fine imposed.

G.O.Rt.No.1187 Home Pol. A Dept., dated. 30-7-2001

3. The grant of reward to any non-gazetted Officers of another department of A.P. or of another State or of the Union and to the informer, who contributed to the seizure of Narcotics or Psychotropic substances in a case, is also permissible, provided that, the head of the department or the Unit Officer, to whom he is subordinate is informed of the grant.

Rewards by other Departments

4A. Rewards granted to Police Officers by other departments will be sent to the Head of the District or Unit and should be disbursed after the issue of a district or Unit order.

B. Rewards granted to the constabulary by the Collector of Central Excise or the Commissioner of Excise will likewise be sent to the Commissioner of Police or SP for disbursement.

Rewards offered by Foreign Governments

197. Acceptance of any reward either in cash or in kind, present, emolument, or office of any kind from or under any foreign State without the consent of the President is prohibited under the Constitution. When such rewards etc. are offered, the permission of Government of India through the State Government shall be taken in case it is decided to accept the same.

Rewards to private persons

198-1. Rewards to private persons for the apprehension of offenders and for information leading to the discovery of crime may be sanctioned and paid by the under mentioned Officers up to the limit shown against each in any one set of circumstances.

Director General of Police	Rs.500
Commissioner/Inspector General /DIGP	Rs.300
District Magistrates	Rs.200
Superintendent of Police	Rs.150

2. The State Government may, in recognition of any special service rendered to the police or to the criminal administration by a private person, may grant to that person or to his heir or widow, land fit for agricultural purpose not exceeding 5 acres or house site not exceeding 200 sq. meters in urban area or 400 sq. meters in rural area by original to him or his heir or widow. Rewards may also be given to the officers of other departments for their help in the apprehension of offenders or for information leading to discovery of crime

etc. However, before rewards are paid to such Officers, their local departmental superiors should be consulted.

3. In NDPS Act, 1986 and AP Prohibition Act, 1995 cases, the Director General is empowered to sanction rewards to private persons in any one set of circumstances up to a limit prescribed, subject to the condition that the total amount of rewards shall not exceed the value of the NDPS confiscated plus the fine amount collected in the particular case. Subject to the same condition, other Gazetted Police Officers may grant rewards to private persons up to the limits prescribed in sub-order (1) above.

Rewards for recapture of escaped prisoners and tracing most wanted offenders

199-1. A reward to a Police Officer for the recapture of a prisoner who has escaped from a jail is payable by the Police department after obtaining the views of the Superintendent of the Jail concerned on whether Officers recommended deserve rewards or otherwise. DG Prisons may also grant rewards within his powers. There should not be rewards to same persons by both Police and Prisons department in the same case.

2. Rewards are announced for capture of most wanted offenders to secure their early arrest. The offenders generally are professionals and have the capacity to evade arrest and move not only throughout the State but in the country and abroad. There are sensational offences wherein early capture is necessary to restore public confidence. In such cases the DGP is empowered to announce reward for the arrest to any person who gives information leading to his arrest or who captures him on his own. The amount of reward to be announced should depend on the circumstances of each case and will be at the discretion of the Director General of Police.

Rewards for saving life and property and putting out fires etc.

200-1. Rewards for saving life, whether from fire or otherwise, are granted by Collectors. The DGP and other Police Officers are also empowered to sanction rewards to police subordinates for rescuing life and property and putting out fires, subject to limits prescribed in Order 196-1.

2. Those who trace or find lost money or other valuable property on public roads and hand over the same to the Police, may be granted cash rewards by the Police Officers within permissible limits indicated in Order 198-1 above. In the event of the money lost or valuables are restored to the rightful owner and he chooses to grant rewards no further rewards should be granted by the Police Officers. If, however, the property is forfeited to the State the rewards may be granted. No rewards should be granted if the value of the property recovered is less than Rs.1000/-. Rewards granted in terms of this Order should not exceed 25% of the sale value of the property if it does not exceed Rs.5000/- and 10% if it exceeds that amount.

Rewards for Capture of deserters

201. Rewards are granted by the military authorities for the apprehension of deserters from the Army, but they will not be given in cases where the deserter surrenders or when there is collusion between him and his captor to get reward.

Meritorious and Good Service Entries

G.O. Ms. 2465, Home, dt. 9.6.1948

202-1. Meritorious Service Entries will be awarded for conspicuous good work meriting special recognition. Inspectors and Reserve Inspectors alone are eligible for these awards which will be made by the IGP (Personnel)/Addl. DGP (Admn.).

G.O. Ms. No. 5951 (Pol.D) 66-4, Home Dept., dt. 9.8.1967

2. Good service Entries will be awarded for good detection, display of skill, or any work meriting special recognition. Good Service Entries will be awarded to Head Constables and Constables by the Sub-divisional Officer or an Officer of the corresponding rank and to all other subordinate Police Officers by the Superintendent of Police or an Officer of the corresponding rank.

3. Meritorious and Good Service Entries awarded to Inspectors and Reserve Inspectors will be entered in their service books and Good Service Entries awarded to Officers of all ranks will be entered both in their service books or service rolls and small service books. A District or Unit Order should be issued in each case.

The President's Police and Fire Service Medal and the Police Medal

203-1. The Indian Police Medal for meritorious service, and the President's Medal for gallantry will be awarded to the members of Police forces and Fire Services in consideration of gallantry or meritorious and distinguished services and outstanding devotion to duty. Recommendations for the award of medals for gallantry and other medals should be marked secret and submitted to the Addl. DGP, (Administration)/IGP (Personnel) through the Zonal IG/DIGP or Commissioner of Police as the case may be, immediately after the performance of the acts, which occasions the recommendation. After the cases are scrutinized and processed the Addl. DGP, Administration shall obtain orders of DGP and transmit the rolls to concerned authority. All rolls should be signed by the DGP.

2. In other cases, the awards will be made twice a year on the occasion of the Republic Day (26th January) and the Independence Day (15th August). Recommendations for the awards, which are due with the Government by the 26th September and 15th April, should be marked secret and submitted through the Zonal Inspector General/DIGP or Commissioner of Police as the case may be, so as to reach the Director General of Police by 10th August and 1st March respectively each year. Full names of the individuals recommended, their rank, the number of years of their service in the Police and full details of their previous good work and of the particular act or acts for which the grant of the medal is recommended, with dates of incidents referred to, should be given. A list of good service entries and rewards earned by each person should accompany the recommendations. It should also be stated whether the nominees have at any time incurred the censure of a Court or have been concerned in proceedings that have been censured by a Court.

3. The rules governing the grant of the two medals mentioned above and of allowances attached to the medals for gallantry issued by the Secretary to the President of India are reproduced as Annexure – 8.

4. When a Police Officer is recommended for the award of the President's Police and Fire Services Medal or the Police Medal in recognition of the

services performed by him in a State other than that to which he belongs, the facts of the case should be referred for verification to the Director General of Police of the State concerned and the latter's certificate of verification should be forwarded with the recommendation.

Antrik Suraksha Seva Padak (Internal Security Service Medal)

5. This Medal shall be awarded to police personnel who have rendered / render a minimum of two years service in counter-Insurgency or Internal Security operations w.e.f. 01-01-1989 in the District of Vishakhapatnam (Rural) of A.P. State. Personnel of Greyhounds, Special Intelligence Branch (SIB) and APSP who serve in these areas for more than two years w.e.f. from 01-01-1989 are also entitled for this medal.

Wound Medal (Parakram Padak)

6. This Medal shall be awarded to police personnel who sustained / sustain wounds as a result of direct enemy action in any type of operation or counter-insurgency operation or on internal security operation being under taken in the areas notified by the Government w.e.f. 15-08-1947. The Medal shall not be awarded posthumously.

The Prime Minister's Medal for Life Saving

7. In order to encourage policemen of all ranks to bring help and succour to the afflicted, medals are awarded at the All India Police Duty Meet to policemen who had shown exemplary devotion to duty in saving human life. This medal has been styled and designated as the "Prime Minister's Medal for Life Saving". Sixteen copies of the report of the case to be considered for the award of this medal should be personally signed by the Director General of Police and sent to the Ministry of Home Affairs, Government of India through the State Government soon after the event takes place. In some cases, the act of life saving done may entitle the Policemen concerned to a gallantry medal. In such cases, while sending the recommendation for the Prime Minister's medal, the DGP should clearly mention whether a case for the award of a gallantry medal has also been forwarded. If that is so, then the recommendations for the award of the Prime Minister's medal will be kept pending by the Intelligence Bureau till the case for the award of the gallantry

medal is decided. If the gallantry medal is not awarded for the particular event, the case will be taken up for the consideration of the award of the Prime Minister's medal.

A.P. State Police Pathakams (Medals)

General

204-1. To recognise distinguished service rendered by State Police Officers of all ranks, Government of Andhra Pradesh introduced a scheme to award the following types of medals: (G.O.Ms.No. 519 (Home) Dt: 29/10/1985, Govt of AP.

A. A.P. Police Seva Pathakamu

G.O. Ms. No. 519, Home (Pol.A) Department, dt. 29.10.1985

B. A.P.Police Katina Seva Pathakamu (G.O.Ms. 367 Home (SC-A), Dept., dt: 27.11.1999, Govt of AP)

C. A.P. Police Uttama Seva Pathakamu

D. A.P. Police Mahonnatha Seva Pathakamu

E. A.P. Mukhyamantri Sourya Pathakamu (Common for Fire Services also)

It is necessary that the award of the medals shall be so distributed as to consider the claims of all deserving personnel and all districts/Units get represented.

Description of the Medals

Andhra Pradesh Police Seva Pathakamu

2-A. The medal will be circular in shape, made of bronze one and 3/8 inches in diameter and have Andhra Pradesh State Emblem and letters "ANDHRA PRADESH POLICE SEVA PATHAKAMU" embossed on the obverse and on the reverse "Amaravathi Stupamu" with letters "Andhra Pradesh Police Service".

Andhra Pradesh Police Katina Seva Pathakamu

B. The medal will be circular in shape made of bronze with one and 3/8 inches in diameter and have Andhra Pradesh State Emblem and "ANDHRA PRADESH POLICE KATINA SEVA PATHAKAMU" embossed on the

obverse and on the reverse "Amaravathi Stupamu" with Andhra Pradesh Police Service.

Andhra Pradesh State Police Uttama Seva Pathakamu

G.O. Ms. No. 265, Home (Pol.A) Dept., dt. 22.4.1986

C. For "ANDHRA PRADESH POLICE UTTAMA SEVA PATHAKAMU" with State Emblem and on the second side "Lepakshi Nandi" made of Bronze with silver coating.

G.O. Ms. No. 265, Home (Pol.A) Dept., dt. 22.4.1986

Andhra Pradesh Police Mahonnatha Seva Pathakamu

D. For "ANDHRA PRADESH POLICE MAHONNATHA SEVA PATHAKAMU" with State Emblem made of Bronze medal with Gold coating. Decision is being taken for change on the second side of the medal with the newly formed state emblem.

Andhra Pradesh Mukhyamantri Sourya Pathakamu

G.O. Ms. No. 265, Home (Pol.A) Dept., dt. 22.4.1986

E. For "ANDHRA PRADESH MUKHYAMANTRI SOURYA PATHAKAMU" with State Emblem and on the second side "Cross Swords" with inscription "SATYAMEVA JAYATE" made of Bronze Medal with Gold coating.

Number of Medals

3A. The Seva Pathakams will be awarded equally as far as possible among all Units/Districts not exceeding the total number of 160 each occasion.

B. There will be 60 Kathina Seva Pathakamu every year out of 230 medals at the rate of 30 medals on each occasion.

C. The Uttama Seva Pathakams will be 37 for the State to be distributed approximately @ 2 per Unit/District per occassion. The strength of the Unit and/or nature of work will be taken into consideration in determining the number which may vary between 3 to 10 as indicated above.

G.O. Ms. No. 429, Home (SC.A) Dept., dt. 30.9.1988

D. The Mahonnatha Seva Pathakams will be 3 per occassion.

E. The number of Mukhyamantri Sourya Pathakams will depend entirely on extraordinary and outstanding nature of performance and gallantry at risk to one's own life. The rules will be same as for the President's Police medal for gallantry.

F. The maximum numbers of medals in each category except 'E' are indicated above. If the number of personnel coming within the parameters each year, exceeds the maximum permissible, they can be considered in the succeeding year. If the number of deserving persons falls short of the maximum permissible number the awards should be confined to that number only.

Eligibility

A.P. Police Seva Pathakamu

4A. The candidates should have completed **12 years** of service as on 1st January of the year. Sevapathakamu should be given on the basis of State/Unit/ District level seniority in each rank. Only in exceptional cases Sevapathakamu may be awarded with lesser number of years of service but in any case, not less than 10 years of service.

B. The Candidate should have maintained a clean and good record of service without any adverse entries or punishments.

C. The integrity of the candidate and his non-involvement in any judicial proceedings should be certified by the concerned Unit Officer.

D. Recipients of these awards will be eligible for monthly allowance of Rs. 75/- for life and a one time cash award of Rs.4,000/-. This is essentially good service medal. Among those who fulfill the conditions, medals should be recommended up to the number allotted in the order of seniority. There is no bar for repetition of eligible persons in succeeding years. Though minimum service for eligibility of the medal is not indicated it is advisable that the candidate should have at least 10 years of completed service.

A.P.Police Kathina Seva Pathakamu

5A. This medal is awarded to direct recruited DSsP, SIs and PCs and other equivalent ranks with 3 to 4 years of minimum service who must be an approved probationer as on 1st January of the year.

B. The candidates should have worked in different situations, different areas exerting themselves, acquitting to the responsibilities entrusted to them.

C. The candidate should have exemplary and clean record of service with continuous devotion to duty and sincerity.

D. The integrity of the candidate and his non-involvement in any Judicial Proceedings should be certified.

E. Recipients of these awards are eligible for recurring grant of Rs.100/- P.M. for life and non-recurring cash award of Rs.4000/- (G.O.Ms 213 Home (SC-A) Dept., dt: 12.09.2013)

A.P. Police Uttama Seva Pathakamu

6A. The candidates should have a continuous period of at least 20 years of dedicated and meritorious service as on 1st January of the year. Only in exceptional cases Uttama Sevapathakamu may be awarded to the officers and men with lesser number of years of service.

B. They should be rewarded or commended for exemplary and outstanding performance in fields of Law & Order, Crime, Traffic, Intelligence, District Armed Police, APSP, Sportsmanship, Public Relations, Police Transport, Police Communications etc., or any other specialized skills in any branch of Police Department marked by efficiency, devotion to duty, integrity, high sense of discipline and sense of sacrifice.

C. Recipients of these awards will be eligible for a monthly medal allowance of Rs.100/- for life and a one time cash award of Rs.5,000/-. There shall be a gap of 5 years from the receipt of Seva Pathakamu to be eligible for this medal.

A.P. Police Mahonnatha Seva Pathakamu

7A. The candidates should have continuous period of at least 25 years of service as on 1st January of the year to become eligible and he should be a recipient

of Uttama Sevapathakamu and must have a gap of minimum 6 years before being considered for Mahonnatha Sevapathakamu. In exceptional cases only Mahonnatha Sevapathakamu may be awarded to officers and men with lesser number of years of service but in any case not less than 20 years of service provided also that one should have been a recipient of Uttama Sevapathakamu with 6 years of service thereafter.

B. They should have distinguished record of service in any field of Policing and should have maintained high reputation for integrity and professional competence and exhibited boldness, enterprise and initiative in facing dangerous situations and in combating crimes of desperate criminals, such as terrorism and organized crime.

C. The nominee should not have incurred any censure of a court or even been concerned in proceedings involving censure in a court of law.

D. The award shall carry a monthly medal allowance of Rs.125/- for life and a one time cash award of Rs.6,000/-.

E. There shall be a gap of 6 years from the receipt of Uttama Seva Pathakamu to be eligible for this medal.

A.P. Mukhyamantri Sourya Pathakamu

8A. The rules will be the same as for the President's Police Medal for gallantry. Personnel of the Police or any other Department will be entitled for the medal. Any other citizen will be entitled for a certificate and the allowance as indicated.

B. The Awardees will be given a monthly medal allowance of Rs.150/- for life and one time cash award of Rs.10, 000/- (G.O.Ms 213 Home (SC-A) Dept., dt: 12.09.2013, Govt of AP.

C. No out of turn promotions or instant gallantry rewards shall be bestowed on the concerned officers soon after the exchange of fire. It must be ensured at all costs that such rewards are given/ recommended ONLY after when the gallantry of the concerned officer is established beyond doubt. (NHRC Circular in D.O. No. 4/7/2008- PRP &P dated: 12.5.2010)

G.O. Ms. 287, Home (SC.A) Dept., dt. 28.7.1988 of Govt. of AP

9. While a clean record of service is the important criterion for all medals, minor punishments for routine lapses not involving moral turpitude is not a bar provided (5) years have lapsed after the imposition of such punishment. However it should be ensured that such a minor punishment is not the reduced punishment on appeal, in a case where a disciplinary enquiry was conducted into lapses for major punishment, and a major penalty was imposed after such oral enquiry.

Entitlement to number of medals and mode of wearing them etc.

205-1. A member of the service is eligible for award of any number of medals if he fulfills the conditions attached to such a medal. The same medal should not be awarded to the same individual more than once except in respect of medal for gallantry. All ranks of the Police Officers are eligible for all the medals subject to conditions attached. The rules governing state pathakams are in Annexure – 10. The guidelines for Kabir Puraskar, Wound Medal (Parakram Padak) and Ashoka Chakra, Kirti Chakra and Shaurya Chakara for gallantry (including civilians) are in Annexure – 11, 12 and 13.

Publication

2. The names of those to whom these medals are awarded shall be published in the Andhra Pradesh Government Gazette and a register of such names shall be kept by the Government in the Home Department, and also by the DGP's Office and every Unit in respect of awards to that Unit.

Mode of Wearing the Medals and Colours

Amended in G.O. Ms. No. 726, Home (SC.A) Department, dt. 5.12.1986

3. Each medal shall be suspended from the left breast and the ribbon shall be of 1 1/4" in length and 1 1/4" in width.

A. In the case of "ANDHRA PRADESH POLICE SEVA PATHAKAMU" the ribbon shall be half yellow and half blue.

B. In the case of A.P Police Kathina Seva Pathakam: the ribbon shall be half blue and half red.

C. In the case of "ANDHRA PRADESH POLICE UTTAMA SEVA PATHAKAMU" the ribbon shall be 1/4 yellow 1/4 blue and 1/4 yellow 1/4 blue.

D. In the case of "ANDHRA PRADESH POLICE MAHONNATHA SEVA PATHAKAMU" the ribbon shall be 1/3 yellow, 1/3 silver and 1/3 blue.

E. In the case of "ANDHRA PRADESH MUKHYAMANTRI SOURYA PATHAKAMU" the ribbon shall be 1/3 blue 1/3 red and 1/3 yellow. It shall be worn on the left of the last medal awarded by the Government of India.

Cancellation of medals

4. It shall be open for the Governor of Andhra Pradesh to cancel and annul the award to any recipient of the above medals and thereupon his name in the register shall be erased. It whom the said decoration is awarded shall before receiving the same enter into agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Andhra Pradesh Gazette.

Forfeiture of medals

5. The medal is liable to be forfeited if the holder is awarded any major punishment and / or comes to notice for deterioration in the standard of work.

Posthumous Awards

6. The award may be given posthumously. In such a case the lump sum grant and the monthly allowance attached to the award will be paid to the family of the awardees on the lines of family pension.

   Amended in G.O. Ms. No. 265 Home (Pol.A) Department, dt. 22.4.1986

Announcement of Medals

7. The medals will be announced by the Government of Andhra Pradesh on two occasions i.e., 1st November (A.P. Formation Day) and Telugu New Year's Day (Ugadi) every year.

Observance of Nava Nirmana Deeksha on 2nd June every year

(G.O.Ms.No.62, GAD (Pol.B) Dept, dt.25/05/2015 of Govt of AP)

The Govt in the residuary state of Andhra Pradesh will be observing Nava Nirmana Deeksha on 2nd June of every year followed by Comprehensive Community programmes and taking of oath (Circular of the Cheif Secretary to Govt, Andhra Pradesh vide Rc.No.1109/ SEPR/Admn/2015, dt.25/05/2015) communicated by DGP, AP vide Rc.No.240/ME.1/2015, dt.29/05/2015 to all staff officers and unit officers.

Procedure for Proposals for the Awards

206-1. The head of the Unit concerned will prepare the list of deserving personnel for the award of these medals in consultation with their Officers and forward the list along with rolls in the prescribed format to the respective Zonal Inspectors General/DIGP/Commissioner of Police as the case may be by the 15th July every year. Special Units will also follow the procedure through their superior Officers. While forwarding the list, the Unit Officer will furnish the requisite details in the prescribed proforma and append a certificate that the qualifications laid down for this medal are fulfilled. Thereafter the Board consisting of the Zonal Inspector General/DIGP as Chairman and Superintendents/Officer in-charge of Districts or any other Officers in-charge of Units of Police as Members will meet to scrutinize the names recommended in Zones under the rules and finalise the list before 15th August every year and forward it to the Director General of Police by the 31st August every year. While doing so, the Zonal Inspector General / DIGP/Commissioner of Police etc. will append citation for those recommended for the award and see that the citations contain clear and specific details of outstanding work. For other specialized Units like the APSP, the Board shall be presided over by IGP, APSP or an Officer of equivalent rank in-charge of the Unit.

2. The Zonal Inspector General/DIGP, IGP APSP or the Commissioner of Police will also furnish a certificate to the effect that the rules and

procedures have been correctly followed. Recommendations of the Director General of Police should reach the Government not later than the 15th September every year.

Addded in G.O. Ms. No. 265, Home (Pol.A) Department,

dt. 22.4.1986

3. The Superintendent of Police/Commandant, APSP should forward the recommendations for State Police Medals on the occasion of Telugu New Year's Day 'UGADI' to reach the Zonal Inspector General/ DIGP by 1st December every year. The Inspector Generals/DIGP shall forward their recommendations to the Director General of Police by 15th December every year and the recommendations of the DGP shall reach the Government not later than 31st January every year.

4. The recommendations received from Zones, Cities and other specialized branches shall be scrutinized by a Committee consisting of Addl. DGP (Admn.)/IGP Personnel, IGP Training, Director APPA and IGP Coordination. After the scrutiny the list recommended with rolls shall be placed before DGP through Addl. DGP (Admn.). After DGP's approval, the lists with necessary enclosures shall be forwarded to the Government.

Procedure for processing cases of Anti-Corruption Bureau

5. The Director General, Anti-Corruption Bureau, AP shall initiate the proposals in respect of the Officers and men working under his control and send the proposals directly to the Government with all the details as specified in order 206 above together with his specific recommendations. A Screening Committee consisting of the following Officers will screen the proposals received from the Director General Anti-Corruption Bureau.

i)	Chief Secretary to Government	Chairman
ii)	Principal Secretary/Secretary to Government Home Department	Member
iii)	Director General of Police	Member
iv)	Director General, Anti-Corruption Bureau,	Member

Andhra Pradesh

The above Committee will decide the number of Medals to be awarded to the Officers and men of the Anti-Corruption Bureau taking into consideration of the actual number of medals recommended both to the Anti-corruption Bureau and to the other branches of the Police Department.

Certificate of Integrity and No Judicial Proceedings

6. The form of the certificate is given below :

   Certified that the integrity of Sri _____ recommended for the award of the _____ is above suspicion and that he was not concerned in any proceedings that were censured in a Court of Law. It is further certified that in respect of the conduct of the nominee underlying the present recommendation, no judicial proceedings are pending.

7. All recommending authorities shall bear in mind that recommendations for medals should bear a clear stamp of impartiality, fairness and objectivity if the whole scheme is to have the desired effect. Any instance of favouritism or extraneous considerations shall be scrupulously avoided and every complaint in this regard shall be enquired by the DGP. As this scheme is unique in the country and intended to bring about the best among the Police personnel, the senior Officers are entirely responsible for it. The DGP at his discretion makes such enquiries or verification through any agency at his disposal in this regard.

Medals - Publication and presentations

207-1. Rewards granted by the Government and those of special importance granted by the Director General, Addl. DGsP/CsP and Inspectors General of Police will be published in the Police Gazette. Rewards granted by the DIsGP, Dy. Commissioners and SsP will be published in Crime and Occurrence Sheets.

2. Rewards granted to private persons should be presented to them at a suitable public function if one can be easily arranged, provided the persons concerned are willing to accept the rewards openly.

Presentation of the Medals

Substituted in G.O. Ms. No. 723, Home (SC.A) Dept., dt. 4.12.1986 of Govt. of AP

3. The Chief Minister will be generally presenting the Andhra Pradesh Mukhyamantri Sourya Pathakamu and the Andhra Pradesh Police Mahonnatha Seva Pathakamu either on Telugu New Year's Day or on AP Formation Day. The Andhra Pradesh Police Uttama Seva Pathakamu and Police Seva Pathakamu shall be presented at the ceremonial functions either on 15th August or 26th January.

4.A. All Officers should send recommendation Rolls within the time prescribed;

B. The recommendation rolls in the prescribed proforma should be brief and precise, bringing out the record of service and instances of good work done;

C. The recommendation rolls should be complete in all particulars and signed by the head of the Unit.

D. Where there is an instance of teamwork and only one is recommended, it should be ensured that the same instance is not quoted in successive years to different people;

E. Recommendation Rolls should be sent through proper channel and no copies should be sent to any authority directly;

Jeevan Raksha Padak Series of National Award

Memo 1399 (SC.A) 88-1, dt. 15.2.1988; M.H.A. G.O.I. Letter No. .... 17.8.1986 Public dt. 22.4. 87 and dt. 29.9.1989

208. These awards are given under the President's approval for meritorious acts of humane nature displayed under circumstances of very great danger to the life of the rescuer in saving life from drowning, fire, rescue operations in mines etc. These awards are accompanied by

substantial monetary grants. It's series of Medals consist of (a) Sarvotham Jeevan Raksha Padak carrying a cash grant of Rs.20, 000/-; (b) Uttam Jeevan Raksha Padak carries a cash grant of Rs.10, 000/-; (c) Jeevan Raksha Padak carries a cash grant of Rs.5, 000/-. The regulations governing these medals are in Annexure - 9. The Unit Officers should give wide publicity and familiarize all Police Officers with this scheme. Should any instance falling within the guidelines arise, a report with necessary recommendation should be sent to the District Collector. These are meant for members of the Public and Police Officers can play an active role in identifying such cases and giving wide publicity.

Accelerated Promotions

209-1. The Government of AP vide GO Ms. 280 Home (Services-I) Department, dated: 17.9.2002 have introduced a scheme of Accelarated promotions in respect of Police Personnel for Out standing work in the anti-extremist field and anti-terrorist field (G.O. Ms No. 301 Home (SC-A) dept., dated : 30.12.2011 of Govt of AP.)

G.O.Ms.No. 266, 267, 268 Home (Pol-E) & G.O.Ms.No.265 Home (Pol-C) Dept., dt. 26-11-2001

a. The Unit officers / Superintendent of Police /Commissioners of Police shall review the outstanding work turned out in the Anti-extremist operations by the Police Officers working under them . They shall recommend the cases of deserving police officers to the Director General of Police for consideration through their immediate superior officers. The Unit Officers /Supeintendent of Police / Commissioners of Police while forwarding the recommendations of deserving cases should follow NHRC guide lines (PSO 955 of APPM Vol-III) and shall broadly be guided by the under mentioned conditions viz., the concerned police personnel should have :

I. been an approved probationer ;

II. performed outstanding work in the field of Anti-extremist operations (Here the quality of work turned out shall be taken as criteria) ;

III. uniformly satisfactory record; and

IV. clean defaulter sheet for the last 6 years without any major punishments through out service

{G.O.Ms.No. 248 Home (SC.A) Dept. dt.1-9-98 and
G.O.Ms.No. 293 Home (Pol-E) dt. 29-12-2001 of AP}

b. The recommended cases by the unit officers / Superintendent of Police / Commissioners of Police shall be reviewed by superior officers and forwarded to the DGP with his remarks. The DGP shall send all such cases received from the various unit officers / Superintendent of Police / Commissioners of Police to the Addl.DGP / IGP Intelligence Department for his scrutiny and his remarks. The Addl.DGP / IGP Intelligence will inturn send such cases to the Special Intelligence Branch (SIB) of Intelligence Department for remarks which exclusively monitors the left-wing extremist activities.

Advance Increments

G.O.Ms. No. 14; GAD, dt. 6-1-65 : G.O.Ms. No. 260, GAD,
dt. 12-5-83 and G.O. Ms. No.235, GAD, dt. 4-6-2001 of Govt. of AP

210. Police personnel are also eligible for sanction of advance increments under the incentive scheme besides police medals and accelerated promotion scheme. The unit officers should consider the cases of good and outstanding police work of professional nature and recommend such cases in the proforma prescribed in annexure 15 of APPM Part-II and forward them through the zonal IG/DIGP/CP concerned.

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CHAPTER 12 A

Implementation of Police reforms

211-1 State Security Commission : Following the directions of Hon'ble Supreme Court of India in their Judgment *in Prakash Singh and others Vs Union of India*, dt: 22.09.2006 in WP (Civil) 310 of 1996, the State Government of AP vide G.O.Ms No. 189 Home (legal-II) Department dt: 8.08.2013 constituted State Security Commission with (i) Home Minister (Ex-Officio Chair Person), (ii) Leader of opposition, (iii) Chief Secretary to Government (iv) Director General of Police (Ex-officio Secretary) and five independent members to be nominated by the Government.

Functions of State Security Commission

(i) Laying down broad Policies

(ii) Giving directions for the performance of the preventive tasks of service oriented functions of the police,

(iii) Evaluation of the performance of the State Police

(iv) Placing such Performance Evaluation Report (PER) before the State legislature.

Meetings : The State Security Commission shall meet at least once in six months and follow such rules with regard to its meeting, quorum and transaction of business as may be decided by the Commission.

211-2 Constitution of Police Complaints Authority

Following the Hon'ble Supreme Court of India Judgment *Prakash Singh Vs Union of India* dt: 22.09.2006 vide W.P (civil) 310 of 1996, the Government of AP constituted the State and District level Police complaints Authority with the following composition, vide G.O. Ms. No. 191 HOME (Legal.II) Department, dated: 08.08.2013.

a) A State Police Complaints Authority shall consist of one retired High Court / Supreme Court Judge who shall act as chairman of the Authority and he will be assisted by three other members.

b) District Police complaints Authority shall consist of one retired District Judge who shall act as Chairman of the District Police Complaints Authority and he will be assisted by three other members.

Function of the State Level and District Level Police Complaints

a) State Level Complaints Authority (SLCA) shall look into the complaints made against officers of the rank of Superintendent of Police and above and shall take into cognizance of only allegations of serious misconduct by the police personnel, which would include incidents involving death, grievous hurt or rape in police custody.

b) The District Police Complaints Authority (DPCA) would apart from the above cases, shall also inquire into allegations of extortion, land / house grabbing or any incident involving serious abuse of authority, in respect of police officers of and up to the rank of Deputy Superintendent of Police in the district.

The State and District Level Police Complaints Authority should make specific recommendations for any department or criminal action, after due enquiry with justification on the allegation levelled against the delinquent Police Officer to the concerned statutory / competent authority.

211-3 : Separation of Investigation from law and order Police

In pursuance of the Hon'ble Supreme Court of India directions in W.P. (civil) 310 of 1996 dt: 22-09-2006 regarding separating L&O from Crime, to start with in towns / urban areas which have a population of 10 lakhs or more, the State Government of AP have issued orders separating law and order from crime vide G.O.Ms.No. 190 Home (Legal -II) Department dt: 08.08.2013. The Government of AP vide G.O.Ms. No. 281, dt: 20.11.2007 r/w G.O. 163 dt: 23.06.2010 have allotted one post of Addl. Superintendent of Police exclusively to deal with crime investigation and supervision in districts of (i) Srikakulam (II)Visakhapatnam (R) (III) East Godavari, (IV) Guntur Rural (V) Nellore (VI) Chittoor Rural and in cities of Visakhapatnam and Vijayawada. The Government of AP have strengthened the Central Crime Station in all the cities and Districts of AP, to ensure speedy, effective and professional Crime investigation.

The SsP / CsP should not divert the officers and men in-charge of Crime Investigation for other duties unless in grave emergencies.

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CHAPTER 12B

Correspondence

General Rules

212- 1. The full name as well as the official designation of an officer should be set out at the head of every letter or proceedings issued by him or from his office. However, an authorized subordinate officer may sign it, once the draft of the letter or proceedings has been approved on the file.

2. The use of facsimile signature stamps in lieu of manual signature in correspondence is forbidden. Official documents should be signed in a uniform and legible manner and the name of the Officer who signed the same should be type written in brackets.

3. Initials and full signatures should always be dated, the year as well as the date and month being shown.

4. Complete address of the addressee should be written including the pin code. In case a particular officer has to see the letter, the letter should be addressed to the concerned officer but caption added on the first page of the letter as: Kind Attn: Sri …….. just below the official address. Wherever it is urgent and necessary to seek orders from DGP Office in any matter, Unit Officers should write letter and sent it in name cover to the concerned Officer by speed post dealing with the subject in DGP, Office.

5. When a large number of enclosures is sent with a letter, a list of these should be forwarded, in chronological order.

6. Telegrams and telephones should not be used when police communication networks or e-mail AP Police intranet (which has network of all PSs in the State) or fax machines can be used.

7. Wireless messages should be sent in the manner prescribed in Chapter relating to Police Communication.

Letters to be paid for

8. The postage for all letters dispatched by Government officers in their official capacity in reply to communications of any kind received from private individuals or associations should be at government cost.

Despatch of Papers

G.O. Ms. Nos. 1207, Pub., (Elec.), dt. 15.5.1945; 518, Pub. (Genl.), 1.3.1946 & Govt. Memo. S/2870/55-2 Home (S.C.), 12.10.1955

213-1. TOP SECRET and SECRET papers, when sent by post, must invariably be enclosed in double covers, the inner cover being marked TOP SECRET or SECRET, as the case may be, and addressed to the Officer for whom it is intended by name while the outer cover, which should be cloth lined, should bear only the usual official address and the frank of the dispatching office. Letters or packets containing TOP SECRET or SECRET PAPERS, when sent by post, should invariably be either registered by speed post or should be sent "acknowledgement due".

2. It is not necessary to use double covers for dispatching TOP SECRET and SECRET papers by hand, provided that, the single cover used is carefully sealed and clearly marked with the correct name, address and security marking, and the cover is entrusted to the hand of a reliable assistant or messenger who can take it direct to the officer addressed. When sent by hand of an attendant or similar messenger, they should be enclosed in double covers.

Radio Messages

214-1. All officers issuing "Confidential" or "Secret" radio messages should mark them "Secret".

2. The transmitting radio station will then transmit such messages promptly. After noting only a gist of relevant particulars in the log books, if necessary the message may be kept with them for 24 hours for purposes of verification. Thereafter it should be returned intact to the originator for record.

3. The receiving station, after receiving the message, should check it back with the transmitting station and then deliver the original copy itself to the addressee without retaining any copy. The receiving station will make only a very brief entry in the logbook omitting the text of the message.

4. Secret matters, which even the operators need not know, should be sent in code.

Demi-Official Communications (D.O. Letters)

215-1. Demi-official covers should ordinarily be addressed to the officer for whom they are intended by his name and official designation. When the Officer addressed by name has vacated his post, his successor or locum tenens (officer in charge) should open such covers and deal with the communications enclosed, if the latter is competent to do so. If not competent, he should return them to the sender with intimation to that effect and should treat any information thus obtained as confidential.

2. A demi-official communication which is intended to be opened by the addressee and by no one else should be enclosed in a cover addressed to him by name only and the words "to be opened by the addressee only" should be written on the cover. If he has vacated the appointment and the cover is delivered to his successor or locum tenens, it should be forwarded to him direct, if his address is known, and, if not returned to the sender.

3. The Government has, for the information of all officers laid down the appropriate forms of salutation to be generally used in demi-official correspondence, and the following instructions may be used for guidance and observance.

   A. A junior member of any of the All India Services, or Central Services, Group "A" should use the form "Dear Sri A...." or "Dear Mr. A....." in addressing a member of the same or any other All India Service who is senior to him. He may use the form "My dear A....." in addressing others.

   B. A gazetted member of a State Service may use the form "Dear Sri A" or "Dear Mr. A" in addressing a member of an All India Service, who may be his colleague or who enjoys the same or similar official status as himself". In other cases, where he has to address a member of an All India Services, it would be appropriate for him to use the form "Dear Sir".

   C. As between members of the State Services, they may appropriately observe the convention followed by All India Services officers as laid down in clause (a) above.

   D. As the head of the district, a Collector may address all officers in the district or even Regional Officers stationed in the headquarters by the form "My dear A ....." irrespective of their seniority. In addressing the Collector, members of the State Services having jurisdiction over a district or part of a district should use the form "Dear Sir". Regional, Officers of the State Services having jurisdiction over one or more districts, like Superintending Engineers should use the form "Dear Sri A.....".

   Govt. Memo. 473/57-6, G.A. (Ser.C) 8.7.1957

   E. As regards the form of address to be adopted in the case of women officers, the above instructions may be followed using "Srimati" or "Kumari" as the case may be in the place of "Sri".

4. When an officer has an occasion to address a Minister or Chief Minister demi-officially, the mode of the salutation should be "Dear Sir".

5. The subject of the letter should be indicated before the salutation and should not be ended with suffixes like "regarding" etc.

6. The letter should be closed with greetings like "with regards", "with best wishes" whichever is appropriate. The sender should type his full name under his signature.

Forms and addresses

216-1. In all official correspondence and Government records, only the following honorifics will be prefixed to the name of Indian Nationals, men and women, irrespective of their race or religion.

A. For men Sri, for women if married, Srimati, if unmarried, Kumari.986, Pub. (Pol.B) 10.4.1953

B. So far as men are concerned each name should have the honorific "Sri", for example "Sri Ramakrishna" and "Sri Ganapati" and a plural for Sri should be "Sarvasri". For women "Srimatis" and "Kumaris" should, however, be used as plurals for "Srimati and Kumari", respectively.

C. As regards addressing companies, firms, etc., word 'Messers' may be used before the name of company / firm for example "Messers Kalyan and Sitram" or "Sri Kalyan and Company".

D. Separate honorific prefixes for non-India nationals besides "Sri", "Srimati", or "Kumari" are unnecessary. As far as possible "Sri", "Srimati or Kumari", as the case may be, should be used as prefixes to all, except in the case of personalities of international importance, where prefixes appropriate to them (i.e., commonly used in their respective countries) may be used.

E. The honorific "Srimati" may be used for widows also and "Sri" may be used for boys.

F. Medical practitioners of the scientific system of medicine (except those who hold military ranks) whether in the service of the Government or otherwise, should be addressed by the courtesy title of "Dr." before their names and with their degree, licences and service (in the case of Government servants) added at the end for example:

"Dr. ....., MBBS, AP Medical Service"

G. For officers or other individuals who hold doctorate, the honorific " Dr " may be used with name of service added at the end No other degrees should be mentioned at the end.

Correspondence with Tahsildar / Mandal Revenue Officer (M.R.O) and Magistrate

G.O. Ms. No. 1460, Home (Pol.B) Dept., dated 24.10.1975

217-1. Correspondence between a gazetted police officer and a Tahasildar or Magistrate may be by letter or in the form of endorsement, but the endorsement form should be used in preference to the letter form whenever possible. Proceedings or similar mandatory forms implying subordination should not be used. The letterform should be brief and in the simple, and most direct style.

2. Correspondence between Judicial Magistrates and Police Officers on all-important matters shall ordinarily be routed through the Chief Judicial Magistrate/Chief Metropolitan Magistrate concerned.

Correspondence between Station House Officers and Officers superior in rank to them

218. Sub-Inspectors and Station House Officers shall address Magistrates, Tahasildars, Officers of and above the rank of Inspector of Police and other Government Officers of the corresponding ranks by letter using the following format :

A.P. POLICE DEPARTMENT

From :
Station House Officer,
———————— Police station,
……..
(C.No._____of_____)

To :
District Magistrate,
……District,
……..
Date:

Sub:- ————————————————
Ref. No. ————————————————
Sir,

_____

_____

_____

Yours faithfully,
(ABC.)
Full Name
General No. ..., Ph. No. ...
Encl: as above

Copy to :

Memorandum form of Correspondence

219-1. The Government has authorized the use of the memorandum form of correspondence within the police department.

2. The Memorandum Form 28 book is intended for all correspondence, including correspondence with the Magistracy for which no particular form is prescribed.

Papers to be sent through the Zonal Inspector General / Deputy Inspector General of Police

220. All reports emanating from District Police on subjects of crimes, law and order, police operations, police functions, etc. internal security, coordination, internal management of police shall be routed through the Zonal IG/DIG of Police. A list of other subjects, the correspondence on which should pass through the Zonal Inspector-General/DIGP, is given below for guidance.

1. Re-allocation and change of headquarters or limits
2. Additions to or reduction of staff and proposals for new Police Stations or Units.
3. Application or interpretation of or amendments to rules and orders.
4. Proposals for the application of Acts and proposals for new laws, amendments to laws.
5. Induction or in-service training, or on-job training of all ranks in a training institution in the State or outside or abroad.
6. Correspondence regarding APPA and Police Training College of final and supplementary examinations.
7. Correspondence relating to recruitment posting, transfers and promotions of Sub-Inspectors and Reserve Sub-Inspectors.
8. Modernization, New buildings, additions or improvements to them.
9. Recommendations for medals, honours and titles
10. Reward rolls
11. Extraordinary pension and injury gratuity.
12. Reduction and withholding of pension.
13. Punishment of Gazetted Officers
14. Appeals and petitions
15. Periodical reports - Gazetted and non-gazetted
16. Papers regarding allegations of torture by the police
17. Leave
18. Medical attendance
19. Reports of death

20. Sanctions for contingent charges of all kinds in cases, which are beyond the powers of the Superintendent of Police.
21. Changes in Dress and Equipment Regulations
22. New or revised scale of supply of clothing or other store articles.
23. Audit report on store accounts
24. Printing of new forms or revision of existing forms
25. Travelling allowance to Gazetted Officers
26. Tour advances; Provident Fund advances and advances for purchase of Motor Vehicles to officers
27. Railway protection and Railway Strike Schemes
28. References of general or unusual interest
29. Application for the grant of compassionate gratuity
30. All matters relating to all police duties and functions.

    Note: Routine matters, periodical returns etc. need not be routed but wherever necessary, copies may be marked to him.

Correspondence with other Countries

221. The Head of the State Police Force may, in urgent cases communicate direct with his opposite member or concerned authorities abroad in connection with the investigation of specific crimes of a non-political nature. A record of telephonic communications may be kept in such urgent cases. In matters, which are not emergent, should be routed through the Ministry of External Affairs and Interpol Wing of CBI. All references about political crimes and all other references about policies and general information should, however, be routed through the Director, Intelligence Bureau, Ministry of Home Affairs, Government of India under intimation to the State Government.

Addl. DGP CID being Interpol Liaison Officer is authorized to address CBI Interpol for (i) Issuance of Red Corner Notices, (ii) for Execution of letter Rogatories u/s 166 A and 166 B Cr.PC and (iii) for taking up extradition matters. Addl.DGP Intelligence is authorized to address foreign country Embassies in India with regard to information pertaining to arrest of their Country men in crimes in India.

Correspondence with other States

222-1. Correspondence with police officers of corresponding ranks in other States is permitted in the cases detailed in the following paragraph subject to the restriction that it is confined to matters of routine and is not controversial in character.

2. Inspectors and Sub-Inspectors may correspond directly with police officers of equal ranks in other States on the following matters being handled by them.

Movements of criminals, enquiries as to antecedents and convictions of persons, circulating lists of property, information concerning crimes, soliciting assistance in a case or requesting statement of a person to be recorded. The police forms wherever prescribed should be used in correspondence. Otherwise official letter form should be utilized as in order 218. If wireless communication is used the prescribed message form should be adopted.

Unpaid Letters

223. Unpaid letters prescribed as on public service, even though unsigned by a person authorized to frank, must be accepted.

Orders on Petition

224-1. Petitions received from persons outside the department should not be returned in original but an order should be communicated to the sender.

2. Petitions and communications received from private individuals or organizations should be acknowledged forthwith and a reply sent in due course. The receipt for the petition should be in the proforma mentioned in L. Dis. No. 270/C2/83, dated 5.11.1984. The Inspecting Officers should invariably verify whether the above instructions are being complied with.

Nil Returns

225. Printed forms of returns should not be used when the return is a "NIL" one. A quarter sheet of paper can be used.

Payment for FAX/Registered Post

226. All Fax / Registered Post and other communications from officers of the Government regarding their leave, pay transfer, leave allowances, fund subscriptions and analogous matters are private and not official and should not be sent at public expense. If a fax/registered post reply to any such communication is desired, it should be prepaid.

Corrections

227. All corrections and alterations in police records should be made by drawing a line across the original entry so as not to obliterate it and writing the required alteration above and attesting it.

Telegraphic Addresses of Police Officers

228-1. The following abbreviated telegraphic addressees have been registered for officers in this State.

Officers	**Abbreviated Address**
Director General	ANDHRA POL
Inspector General, CID	ANDHRA POL
Inspector General, Intelligence	Andhra Special
Deputy Inspector General	DEPUPOL

Superintendent of Police	DISPOL
Asst. Inspector General	ANDHRASTANT
Superintendent, Railway Police	RAILPOLICE
Superintendent, Special Branch, Intelligence	SPECIAL
Superintendent, Crime Branch, CID	ANDRIME
Superintendent, Police Communications	ANDRAD

2. Telegraphic addresses of the under-mentioned officers are as given below. They have not been registered

Assistant Superintendents	Police Asst. Superintendent
Deputy Superintendents	Police Deputy Superintendent
Inspector	Police Inspector
Sub-Inspector	Police Station
Inspector, Railway Police	Railway Police Inspector
Sub-Inspector, Railway Police	Railway Police Station
Principal, Police Training College	Principal, Police College

Savingram

3. Telegrams should not be sent and trunk telephone calls should not be made in cases where letters would serve the purpose. All urgent references should be marked "Immediate" and sent by speed post. Officers receiving them should deal with them most expeditiously as though they were telegrams. Telegrams should be sent only in exceptional cases.
4. To draw the immediate attention of the recipients, Savingrams may also be sent. "Savingram" is the name given to a communication sent by post but intended to be treated as if it were a telegram. It will be worded just like a telegram, written or typed on a sheet of paper and sent to the addressee by post, thereby saving telegraph charges. The recipient of a "Savingram" should attend to it as he would do to a telegram. He will send his reply either by an "Immediate" letter or by "Savingram". Savingrams can also be sent by Fax network of Police Communications or through e-mail

Correspondence to be in Official Language of the State

229. Since the official language of the State is Telugu, all correspondence within the State should be in the official language. While addressing the Central Government Organizations or other States English or Hindi should be used. English may be used in correspondence with the courts. The station records may be maintained in Telugu. As per G.O.Ms No. 485 Home (Courts-B) Dept., of 29th march 1974, Govt of AP read with Sec. 272 of –Cr.PC, Telugu is notified as Court language in all the Revenue Districts of AP in addition to English. The instructions of the Government and the Official Language Commission on the subject issued from time to time should be complied with in all correspondence.

229.1 Use of Telugu Language in lower Court :

Government Order Ms.No. 485 of Home (Courts-B) Department dt. 29.03.1974

Reproduced below for ready reference :

1. From the Registrar, High Court of Andhra Pradesh, Hyderabad, D.O.Letter No.25/SO/74, dated 1.3.1974
2. From the Registrar, High Court of Andhra Pradesh, Hyderabad D.O.Letter No.25/SO/74, dated.20.3.1974
3. From the Registrar, High Court of Andhra Pradesh, Hyderabad D.O.Letter No.25/SO/74, dated.22.3.1974

ORDER

1. Code of Criminal Procedure 1973 (Central Act II of 1974) will come into effect from 1st April, 1974. Notifications are to be issued under the relevant sections of the new Code to give effect to them.

2. The following notification will, therefore, be published in and Extraordinary issue of the Andhra Pradesh Gazette dated the 29th March 1974 :-

Notification I to XIV pertain to Revenue/Empowering the Police Commissioner, Hyderabad as Addl. District Magistrate

NOTIFICATION –XV

In exercise of the powers conferred by sub-section 272 of the Code of Criminal procedure, 1973 (Central Act II of 1974), and in supersession of all the previous notification on the subject, the Governor of Andhra Pradesh hereby determines that, for the purpose of the said code the languages mentioned in column (2) of the Table below shall be the languages of each of the courts in the corresponding districts mentioned in column (1) thereof:

THE TABLE

Name of the District (1)	**Language or languages of the Courts** (2)
Anantapuramu	English, Telugu, Urdu and Kannada
Chittoor	English, Telugu and Tamil
Kadapa	English, Telugu and Urdu
East Godavari	English and Telugu
Guntur	English and Telugu
Krishna	English and Telugu
Kurnool	English, Urdu and Kannada
Nellore	English and Telugu
Prakasam	English and Telugu
Srikakulam	English, Telugu and Oriya
Visakhapatnam	English, Telugu and Oriya
West Godavari	English and Telugu

These directions shall come into force on the 1st of April, 1974.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

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PSO-229

II. INSTRUCTIONS REGARDING CONTACT OF MEMBER OF THE ALL INDIA SERVICES WITH FOREIGN NATIONAL/ MISSIONS :

1. **Utmost discretion should be exercised in contact with foreign nationals:** Officers should exercise utmost discretion in their contact with foreign correspondents, members of foreign missions/ organisations and other foreign nationals in India. They should also avoid any conversation likely to reveal, even inadvertently, information on matters of secret nature. They should scrupulously avoid over-patronisation and indiscriminate and frequent acceptance of hospitality, particularly of an informal nature, from foreign nationals or Indian nationals employed by foreign missions. Such excessive hospitality could place the recipient under obligation to the host and may thus impair the impartial and judicious exercise of his functions in the eyes of others.

2. **Private Correspondence with foreign mission etc. should be avoided**: - Private correspondence with foreign Embassies/Missions/ High Commissions should be avoided. Similarly, no private or personal correspondence on matters of an official nature should be entered into directly with members of foreign missions in India.

3. Rules should be kept in mind in exchange of gifts with foreign nationals/Missions:- In the matter of exchange of gifts with foreign national/members of a foreign mission or acceptance of foreign articles from them, the relevant provisions of the A.I.S (Conduct) Rules, 1968, should be borne in mind and prior permission taken wherever necessary under the rules. It is to be noted that it would be illegal to bring foreign exchange into this country save as provided for in the foreign Exchange Regulations.

4. Prior permission is required for attendance at National day Receptions by foreign Missions:- Officers shall attend National Day Receptions by foreign Missions only after obtaining the prior permission of the Government.

5. Invitations/Hospitality may be accepted only when these are from an officers of equivalent higher diplomatic status; **prior permission for Under Secretaries/Deputy Secretaries:-**

(i) Officers should normally accept invitations for formal or informal entertainment offered by foreign diplomats only when the invitation is from an officer of a corresponding rank or higher diplomatic status.

(ii) Officers of the Ranks of Under Secretary and Deputy Secretary and comparable ranks should not accept any invitations except with the prior and specific approval of the Secretary concerned.

6. Official and Social calls should not be initiated and kept limited to appropriate official level:- Officers shall not initiate action for paying official/social calls on Heads of Missions/Consulates of other countries or members of the staff.

Officers should particularly ensure that the contacts with representatives of other countries limited to their appropriate officials level

7. Report of conversations at social functions: - All officers who accept or are permitted to accept invitations to social functions from foreign diplomats/representatives of foreign mission should report to their senior officers any conversation with diplomats/representative of foreign mission, on matter of interest and importance to Government, on such occasions.

8. Return of hospitality accepted from foreign Mission/Consulates by local officers is limited and not a *quid pro quo* basis:- It is well recognized everywhere that diplomats are specially paid enable them to entertain local officials and that the local officer's capacity to return their hospitality is limited. There need not, therefore, be anything like a *quid pro quo* basis maintained in the matter of entertainment between diplomats and local officers.

9. Supply of information to members of Missions/Consulates and nationals of other countries should not be made by the officer on his own: The Supply of information to foreign Mission/Consulates or their members or foreign nationals is the responsibility of the Central Government. Any officer, on his own, should not do this directly or by implication. The contacts by junior officers with Personal Assistants and Secretaries in foreign diplomats or foreign national abroad with the permission should on any account maintain contacts with junior diplomatic personnel in foreign Missions/Consulates except with the express approval of the Government.

10. Officers should not stay with foreign diplomats/nationals as guests in India and should not invite diplomats to stay with them:-

(a) Officers should not stay as guest with foreign diplomats or foreign nationals in India. They could, however, stay with foreign diplomats or foreign national abroad with the permission of the Government

(b) Officers should not invite foreign diplomats to stay with them as their guests in India.

11. Permission should be obtained before seeking employment of wives/dependents of officers in foreign mission:- An officer whose wife or dependent intends to take up employment under a foreign mission in India or with any foreign organisation (including a commercial concern) should apply to Government for permission.

12. Lifts in aircraft belonging to foreign Embassies in India or foreign Governments abroad should not be accepted normally: No officer should accept, or permit his wife or dependents to accept passage money or free air transport from a foreign Mission/ Government organisation. Exceptional cases where humanitarian or compassionate grounds are involved should be referred to Government for grant of permission.

1. Relaxation of this rule is permissible only in cases which are covered by specific agreements on memoranda of understanding entered into by the Government of India with foreign Governments or organizations and which might still be in force. In regard to invitations to visits abroad, which may be accepted only after consultation with the Ministry of External affairs, the convention in respect of senior officers is that while local hospitality offered by Foreign Governments may be accepted from the host. Such hospitality is not accepted from non-Government societies, organizations, private parties etc.

2. There would, however, be no objection to the acceptance of the cost of passage in the case of officers who are invited by foreign Governments and organizations to participate in conferences, seminars

etc. If the invitation is extended to a particular officer by name with a view to benefit from the expertise of the officer invited. In other cases, in which participation in conference etc. is considered desirable in the interests of the officer concerned or the Department sponsoring his deputation, the cost of passage should continue to be met by the sponsoring Department.

3. Within the foreign country, an officer could accept a free flight in connection with his official duties only. When an officer and his family are in a foreign country as State guests, it would be permissible for them to accept free flights from foreign Governments.

13. Previous knowledge of the Government is required for Disposal of immovable property by lease to foreign nationals :- Under rule 16(3) of the AIS (Conduct) Rules, 1968, no officer shall, except with the previous knowledge of the Government acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift otherwise, either in his own name or in the name of any member of his family, provided that the previous sanction of the competent authority shall be obtained by the officer. If any such transaction is with a person having official dealings with the officer or otherwise than through a regular or a reputed dealer the term 'lease' occurring in this rule covers letting out accommodation on rent, either by written or oral agreement whether for a short period or for a long one. It is clarified that prior permission should be taken or prior intimation given, as the case may be, in regard to all transactions in immovable properties, including lease as explained above with foreign nationals/ member of foreign Missions/organisations controlled by or associated with foreign Mission.

14. **Prior permission of the Government is required for joining of foreign language classes:-** Officers who are desirous of joining foreign language classes conducted by foreign Missions and Embassies in India or organizations controlled by, or associated with, foreign Missions or Indo-foreign cultural organisation should seek prior permission from the Government.

PSO-229

III. ASSOCIATION WITH INDO-FOREIGN CULTURAL ORGANISATIONS :

1. **Officer should not associate with Indo-foreign cultural organizations without the permission of the Government:-** Officers should not be members of, or actively participate in the activities of Indo-foreign cultural organisation without the permission of the Government.

(M.H.A letter No.9/31/69-AIS(III), dated 14-1-1970 read with M.H.A O.M.No.25/34(S)/67-Estt (A), dated.22-5-1969 of Government of India)

2. **State Governments should obtain prior approval of the Central Government for granting permission to AIS officers for association with Indo-foreign cultural organizations: -** In accordance with item 15 of extracts from Ministry of Home Affairs Office Memorandum No.25/34(S)/67-Estt (A), dated the 22nd May, 1969 officers should not be members of or actively participate in the activities of Indo-foreign cultural organisation without the permission of the Government. In view of the fact that Foreign Affairs is the subject matter of the Central Government, a question arose whether permission as envisaged in the said office memorandum should be granted by the Central Government or the State Government.

3. It has been decided after careful consideration of the matter that so far as members of All India Services working in connection with the affairs of the State are concerned, permission should not be granted by the State Government without prior approval of Government of India.

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CHAPTER 13

Pay and Allowances, Contingencies and Maintenance of Cash Accounts – Instructions

Pay and Allowances

230. The general rules regarding the drawl of Pay and Allowances of Government employees are contained in the Financial Code, Accounts Code, Treasury Code, Manual of Special Pay and Allowances etc. They are applicable to the police department. The detailed instructions are contained herein.

Pay Bill - Preparation

231-1 The drawing and disbursing officer (Administrative Officer) of the District Police Office/City Police Office will prepare the pay bills after obtaining the absentee statement from the Station House Officer. The SHO will send the absentee statement and the list of personnel who occupy Govt. quarter and who are maintaining motorcycle, to the headquarters office not later than 15th of the month for which pay is claimed (Form 29). Regarding other Unit Officers, the Drawing Officer will prepare the pay bills as per the instructions from the Treasury / PAO.

2. The pay bills of the Commandant Office and District Reserve, will be made out by the concerned drawing and disbursing officer or Administrative Officer after obtaining the 'absentee statement' from the concerned company Reserve Inspectors before 15th of the month for which pay is claimed.

3. The arrear claims of the police personnel/staff of the unit office will be prepared as per the articles 52 to 55 of 'APFC' and orders issued by the Govt. from time to time.

Pay Bill - Preparation – Long roll

232-1 Long rolls shall have the following details :

A. Each employee will have a sheet in the long roll containing the name; rank; date of birth; date of enrolment; month of increment; GPF No; APGLI No; BADRATHA No; LIC policy No; place of duty; residential address; date of occupation of government \ quarter; scale of pay; date of promotion etc.

B. The long roll shall contain D.Os in which orders of punishments or rewards, placing and release of suspensions are issued.

C. Recovery of dues, over drawls etc. shall be noted in the long rolls.

2. Besides above, the pay bill should contain a carbon copy of the bill along with the schedules, which are presented to the treasury/PAO for audit purpose

3. A list of officers who are entitled to conveyance allowance is given in the Manual of Special Pay and Allowances and Government. orders issued from time to time

Disbursement

233. The District Treasury or PAO as the case be are crediting the salary and other emoluments etc., into the individuals bank account directly online, based on the bills raised by the concerned Head of Departments (HODs) as per Government of AP G.O.Ms.No.48 Finance (TFR) Department dt.19-2-2014, Govt of AP. All other payments of the employees, including loans and advances shall be credited directly into the savings Bank account of the employee.

Pay acquittances - Return

234. Return of the pay acquittances may not arise. However, undisbursed pay/amount has to be returned to the Government account within a period of 15 days as per G.O.Ms.No.254 dt.17-3-2004 of Finance (TFT-II) Dept, Government of AP.

Re-endorsement on bills- prohibited

235-1. Pay and travelling allowance bills and bills for office contingencies are not negotiable instruments and re-endorsements on them are prohibited-vide Subsidiary Rule (2) (Q) under AP Treasury Rule-16. Subsidiary Rule 35 (a)(I) under Treasury Rule 16 prohibits the issue of cash orders in cases where bills are endorsed for payment in full at a single sub-treasury. In such cases, the following procedure should be adopted.

2. Bills payable at the bank or treasury at the headquarters will be endorsed by the Drawing and Disbursement Officer (DDO) who is ordinarily the Administrative Officers of the office, to an officer selected by him. Those payable at out-stations will be endorsed to the SHO. All bills to whomsoever endorsed will be sent only to the Administrative Officer who should send it to the officer in whose name the bills are endorsed and watch the actual encashment and subsequent disbursement as if he had himself endorsed the bills to the subordinate.

Precautions in transmitting cash

236-1. When cheques or bills have to be cashed or when public money has to be sent or brought from one place to another, escort as per scale provided in the Chapter listed 'Escorts and Guards' may be provided and other precautions as per local circumstances taken.

2. The police officers detailed to handle cash must return bills to the station the same day. In case of inaccessible locations from where he cannot return the same day, he should deposit the cash with the nearest police station and obtain acknowledgement from SHO and take it the next day. All precautions to safeguard cash should be taken considering the local situations and conditions.

Pay due to a deceased Government Employee

Art. 80 Fin. Code, Vol.I.

237-1. Pay, leave salary and other emoluments can be drawn for the day irrespective of time of a Government employee's death. Pay, leave salary and other emoluments including TA claims due to and claimed on behalf of a deceased employee may be paid without the production of the usual legal authority subject to the following conditions:

Art. 56 of APFC Vol. I

A. An amount of Rs.10,000/- (Rupees ten thousand only) shall be paid to the nominee or where the nominee is pre-deceased, to the alternate nominee on the same day of the death of service pensioner or on the next working day immediately following the day of the death of pensioner. In case the spouse of the pensioner predeceases, this relief is payable only to the service pensioner (G.O.Ms.No.102 Finance Pension-I) Dept dt.6.4.2010 in supercession of G.O.Ms.No.250 Finance (Pen-I) Dept dt.4.10.2005, Govt of AP.

B. If there is any doubt as to the claimants legal right to the amount, payment should be made only to the legal heirs.

C. In case of Gazetted Officers, AG may be consulted if any dues exist and in case of non-Gazetted officers the head of office should on his own responsibility and satisfaction disburse the amounts as stated above.

Recovery of excess Payment

238-1. If any amount is drawn in excess of what is due, the drawing officer will be required to make good the amount so drawn.

2. The DGP may waive recovery of over-payment of pay and allowances up to a limit of Rs.500/- in each individual case, where the amount is irrecoverable due to death, desertion, dismissal or removal or retirement of a police sub-ordinate.

Cost of taking records and furniture on tour

239. The cost of conveyance on the tour of such office records as are absolutely necessary may be met from the contingent appropriation, if such claim is not made in TA bill.

Postage Stamps

G.O.Ms.No.65 Fin. & Plg., FW -PSC), dept. dt.17-5-1999
CMG AP Circle Lr. No.Tech/ 101-12/SPS, dt.19-9-2001

240-1. The Department of Posts has decided to discontinue printing/supply of the service Stamps w.e.f. 01-01-2002 and has suggested the users of Service postage stamps to switch over to ordinary public postage stamps from 31-03-2002. All Officers should therefore use common postage stamps by purchasing it in cash and claim the money from the Government. However if the dispatches of the postal articles are in large numbers, electronic Franking machine should be used. The postal department has agreed to grant licence for these machines on priority basis.

2. The postal department has also brought down the rates of the Speed Post and for majority of destinations it works out cheaper than Registered Post. Since it is a quick and reliable means of delivery, the police department has entered into an MoU with postal department for utilising this service in police department with effect from 23-04-2002 for optimizing the resources of the police department.

Priority in State Telegrams and Trunk calls

241. Officers may use RM/TPM, Fax or E-mail for communication. Savingrams can be used depending on priority.

Special Police Telegrams

242. With a view to facilitate the detection of crime, the Central Government have authorised police officer of and above the rank of SHO to send "Special Police telegrams" which should take precedence over most other telegrams. For the telegraph authorities to distinguish the messages it should be marked as "Special Police".

Expenditure under Rewards

243. Drawing officers will furnish the following certificate on the contingent bills in which rewards are drawn;

"Certified that the rewards drawn in this bill have been sanctioned to the individuals only for service of special merit and not for routine duties, as laid down in Order 195 of the Andhra Pradesh Police Manual".

1. As per G.O.Ms.No.248 Finance (TFR) Dept.dt.6-9-2012, Govt of AP the financial powers to Heads of Departments, Unit officers regarding drawal of amounts of Abstract Contigency Bills (A.C Bills) has been increased to Rs.20,000/- duly amending the annexure of G.O.Ms.No.148, Finance Planning (FW.Admn.I/TFR) Dept. dt.20-10-2000, Govt of AP.

Secret Service Expenditure

244-1. When an allotment is placed at the disposal of an officer for secret service, the officer concerned will maintain a contingent register in terms of APFC Form No. 7 in which the date and amount of each contingent bill will be entered, working out after each such drawal duly indicating the progressive expenditure against the allotment. The officer may draw bills for such sums, as may be necessary following the procedure laid down in SR 18(f) under TR 16 of APTC Volume-I. The relative sub-vouchers shall be filed and preserved carefully by the concerned officer.

2. The officer aforesaid will maintain in a separate cashbook in APTC Form 5, a secret record of receipt and expenditure connected with the allotment. The cashbook should contain the amount and the date of cash payment and such indication of the nature, as the officer mentioned in column 4 below may consider necessary. The amounts drawn from the Treasury on AC bills will be entered in cashbook on the receipt side, the number and date of the bill being noted against the entry. The procedure prescribed in SR 2 under TRII of APTC Vol.I shall be followed in closing the cashbook.

3. Claims for secret service expenditure shall be presented on fully vouched Contingent bills in APTC form 58 but no detailed contingent bill shall be rendered thereon (APTC Vol.II). (G.O.Ms.No.75 dt.3.4.2014 of Fin (TFR) Dept), Govt of AP.

4. The SP should maintain a check, control and have a personal scrutiny over the special reward expenditure. The Personal Assistant /CC of the SP/CP should maintain a regular account and enter details of all

expenditure of special rewards. This shall be examined personally by the Zonal Inspector General/DIGP during his inspections. Wherever possible, vouchers should be obtained and filed. Where vouchers are not possible a certificate signed by the officer who has incurred the expenditure should be obtained and enclosed with the vouchers.

5. Particulars of special reward expenditure incurred by the Superintendents of Police personally should be submitted to the Zonal Inspector General/DIGP for information, if such expenditure exceeds Rs.5,000/- (Rupees Five thousand) at a time in one transaction.

6. The following table shows the officers empowered to draw secret service expenditure, officers empowered to audit and officers authorised to countersign.

S. No.	Particulars of Expenditure	Officers empowered to draw	Officers empowered to audit	Officers authorised to countersign annual certificate to audit
(1)	(2)	(3)	(4)	(5)
1	Rewards to informants	1. All CsP, Zonal IG/DIG/Addl. DG/IGP, Intelligence / IGP	DGP	DGP
		2. SsP of Districts or their A.Os.	Zonal IG/DIGP	Zonal IG/DIGP

7. Special reward account shall be maintained in Form 32 by subordinate officers, to whom amounts are advanced for expenditure.

8. Orders sanctioning payment of special rewards should be in Form 33.

9. There should be strict control over the expenditure on this item. The officers who are entrusted with this amount must ensure and satisfy themselves that it reaches the persons or purposes for which it is meant.

10. The Zonal IG/DIGP is responsible for a through audit of the expenditure under special rewards. The audit should be conducted at least once in every financial year. He shall furnish a certificate to the Accountant General in the following form not later than 31st August of the following year.

"I hereby certify that the amount actually spent by …… for secret service in the year ending the 31st March was Rs… and that the balance of Rs..…. was surrendered by short-drawing in the first bill presented during the year, and I declare that the interests of the public service required that the above payment should be made out of secret service funds and that they were properly so made"

11. Articles 103 and 110 of APFC Vol. I and item No. 50, Appendix 7 of APFC Vol.II contain the procedure for drawl and accounting of Secret Service Expenditure. The procedure laid down therein should be strictly complied with.

Permanent advances and cash books maintained by Sub-Divisional Police Officers

245-1 A. Unforeseen expenditure often has to be incurred urgently. It would sometimes be very inconvenient to postpone such expenditure, pending completion of formalities ordinarily required for drawing money from the treasury. To enable an officer of the Government to make expenditure of this kind before drawing the necessary bill, a permanent advance (PA) may be granted to him. Items for which expenditure can be incurred from permanent advance initially is given in Statement 1 enclosed at the end of this Chapter.

B. The permanent advance amount should be limited to what is absolutely essential to meet his ordinary requirements.

C. The holder of the advance may at his discretion, utilise it to meet any bonafide expenditure on Government account in addition to meeting emergent contingent expenditure except for grant of advance of pay.

D. The quantum of permanent advance for any organisation should not, as a rule, exceed the monthly average of contingent expenditure for the preceding twelve months.

E. The advance should be recouped at least twice a month. The recoupment of permanent advance is made in Form No.58 (APFC) supported by vouchers.

F. The sanctioning authority shall maintain a register of permanent advances in form No.27 (APFC), which will be scrutinized during the local audit by Accountant General.

G. On 15th April every year and whenever there is a change of incumbent of the post concerned or in the amount of advance sanctioned, the officer in whose favour the PA is sanctioned shall send an acknowledgement to the sanctioning authority in the form given under Article 98 of APFC Vol. I.

H. When a permanent advance is sanctioned it shall be drawn from the treasury PAO on a voucher in Form No.58 (APFC) supported by a copy of the order sanctioning the advance.

Permanent Advance with SP/CP

245-2. The SP/CP will be allotted permanent advance to be allotted to the Police Stations to meet urgent expenditure. They may also allot permanent advances to SDPOs outside the district headquarters. All police stations and SDPOs will maintain a cashbook for these cash transactions in the prescribed form and will make out at the end of every month a detailed balance sheet in Form 34. In this balance sheet on the debtor side, the permanent advance and all sums received not disbursed will be entered, and on the creditor side, all expenditure paid in advance and not recovered and the cash balance will be shown. The totals, and not the details of contingent bills submitted to the SP and items of contingent expenditure not yet recouped will be given. All other sums paid in advance shall, however, be shown in detail.

3. The SHOs of Police Station located in Mandal/Rural areas are authorised to incur and expenditure upto Rs.2,000/- per month for procurement of Stationery and upto Rs.2,000/- per month towards investigation charges (Photography charges/dead body lifting charges and other miscellaneous expenditure). The SHOs of Police stations located in Towns are authorised to incur and expenditure upto Rs.3,000/- per month for stationery and Rs.3,000/- for investigation charges. The SHOs of Vijayawada and Visakhapatnam Commissionerates are authorised to incur Rs.5,000/- per month for stationery and investigation charges upto Rs.5,000/- per month (G.O.Rt No.1347 Home (Pol-Bud) Dept dt.15-07-2008, Govt of AP.

Sub-Divisional Police Officer's Contingent Account

246-1. The Sub-Divisional Officer shall send an account of his contingent expenditure supported by vouchers to the Superintendent of Police by the 5th of the month following that in which the expenditure was incurred.

2. After the account has been audited in the office and passed by the Superintendent of Police, a remittance will be made to reimburse the permanent advance of the Sub-Divisional Police Officer.

3. The personal assistant to the SDPO or any of the executive assistant from the Police working in his office should be trained to handle the accounts for audit requirements.

Cash book in Police Station - Maintenance – Instructions

247-1. Though all the transactions of salary / TA / DA / etc., are electronically transferred to the bank account of concerned person of AP Police Department, the following registers and sub-registers are kept for maintaining cash accounts.

Register

A. Cash book in APTC Register No.5.

B. Printed Receipt Book in Form No.5B.

C. Preliminary receipt book in Form No.4.

D. Register of cheques, demand drafts, RBR draft forms etc. received in Form No.14A.

Subsidiary Registers

E. Permanent Advance Register (SR 5 TR 32 APTC)

F. Undisbursed pay register in Form No.20.

G. Undisbursed Acquittance register in Form No.88.

H. Treasury bill book in Form No.70.

I. Separate cash book in APTC Form No.5 for non-departmental balances.

2. A cashbook in APTC Form 5 shall be maintained in every Police Station. It shall be a record of all cash transactions of the police station. All moneys received on Government account, whether in cash, cheques, cash orders, remittance transfer receipts, or bills, which are convertible into cash, shall be brought to account by appropriate entries in the registers. For purposes of this order, bills other than pay bills signed by the Superintendents of Railway Police, Districts, and passed on to railway Police Inspectors for presentation at the treasuries with reference to Instruction 3 (c) under Treasury Rule 19, shall be brought to account in the cash book immediately on receipt.

A. The book shall contain two sets of pages - the left hand pages are marked “DR” and the right hand pages “CR”.

B. The permanent advance and all other moneys received on Government account shall be entered on the "DR" side, and all disbursements or expenditure shall be entered on the "CR" side.

C. To facilitate the easy check of disbursements, as against the corresponding receipts, the last column, viz., "Head of account" on each half shall be used for noting the dates of disbursement or receipt of the different items.

D. Sums paid to the personnel of other districts from the permanent advance and their recoupment shall be entered in red ink so that the adjustments of such payments can be easily watched, and delays brought to notice of the concerned.

3 A. The book shall be closed at the end of each day on which there is a transaction, the cash on hand being shown, as the last entry for the day on the "CR" side and brought forward as the first entry of the next day on the "DR" side.

G.O. Ms. 1169 Home 31.3.1952 of AP

B. The book shall be in the custody of and shall be maintained by the SHO personally. But when they are likely to be absent from the Station or Unit for a day or more the book may be handed over to the Station Writer, Head Constable or Asst. Sub-Inspector with clear and definite instructions as to its maintenance. During the absence of the SHO, the Station Writer HC or ASI will be held personally responsible for the correct maintenance of the cashbook. When the SHO returns to the Station, he shall check the entries in the book and the cash balance and attest the same.

C. Most of the Police Stations have a Station Writer Head Constable (SWHC). The duty of maintaining the cashbook may be generally delegated by the SHOs to him. This will not absolve the SHOs personal responsibility for the correctness of the cash and accounts. The SHO should check the cash and accounts every day when in headquarters and attest the same. He should on his return check entries made in his absence, verify the cash and certify to the correctness of the balance in the cashbook.

D. The cash on hand in each station shall be kept in a locked drawer or other suitable receptacle. When charge of the cashbook is handed over, cash balance together with the key of the receptacle containing the cash shall be handed over on record in the general diary, the amount handed over being stated in words and figures.

E. The SDPO shall, when at his headquarters, check the entries in the book maintained in his headquarters Police Station daily, if possible, and in any circumstances not less than once a week. On return after an absence from his headquarters, he shall examine the book and check and initial the transactions during his absence. In respect of cash books maintained in other stations of his Sub-Division, the SDPO shall check the book of each station as often as possible during his visits and not less than once a month. He should certify in the cash book and mention in his diary that he has done so, that the books are in order, that the cash balance is correct, that all payments from the permanent advance up to the date of the submission of the last contingent and travelling allowance bills have been claimed and that full cash recoveries have been made in respect of all bills cashed up-to-date.

F. At the end of every month a detailed balance sheet in Form 34 shall be made out in the cashbook in the manner prescribed in Order 246.

Contingent Bills – to be sent by SHOs

248. Each SHO of Police Station/RI shall submit direct to the District Police Office / Unit Office by the 20th of the month a bill in Form 35 for the Contingent charges of his station. The bill should include all fixed charges, such as rent, electricity, water, telephones and wages of the contingent staff and also the expenditure actually incurred up to the date of submission of the bill under fluctuating items, such as postal stamp charge for which vouchers should be attached. For any charges of an unusual nature, the previous sanction of the SP should be obtained through the regular channel before the amount is included in the bill. The SDPO shall make out a separate contingent bill for the charges incurred by him and forward it to the District Police Office by the 20th of the month. These bills will be checked in the District Police Office and passed by the Superintendent of Police.

Grant of Leave

249. Grant of leave is regulated by the A P Fundamental Rules, and Andhra Pradesh Leave Rules. All police officers should familiarise themselves with these rules and amendments from time to time. The rules apply to all employees of State Government including Police Officers. There are certain special provisions for police personnel particularly in respect of compensation of leaves, which are indicated herein. The provisions relating to special casual leave for the civilian employees in connection with their service to the Territorial army, or auxiliary

airports are not applicable to police officers as they are not eligible to serve in the territorial army.

(A) Leave

Casual Leave

250-1. Casual leave is not provided in the fundamental rules and is a concession to enable employees in special circumstances to be absent from duty for short period without such absence being treated as leave under the leave rules applicable to the concerned employee.

Annexure VII (I) of the A.P. FR and SR

2. No employee may in any case be absent on casual leave for more than fifteen days in a calendar year. Casual leave may be combined with optional holidays or Sundays or other authorized holidays provided that the total period of absence from duty does not exceed ten days. The casual leave in a year does not necessarily entail a right to avail the full period.

3. In the case of a purely temporary employee the sanctioning authority shall use his discretion considering the length of the said employee's service.

4. Casual leave may be granted for half a day either from 10.30 a.m. to 1.30 p.m. or from 2.00 p.m. to 5.00 p.m.

5. Heads of Departments should intimate their intention of taking casual leave to Government in the department concerned.

6. A register of casual leave recording the leave taken should be maintained in every office.

7. Only five optional holidays can be availed in a calendar year.

Special Casual Leave

Annexure VII (II) of A.P. FRs and SRs

251-1. Special casual leave not counting against ordinary casual leave may be granted in the circumstances and subject to conditions indicated in the Table below as an incentive for encouragement of implementing family welfare programme and to encourage sports and cultural activities.

Casual leave/Special casual leave vide Order No.252-6, Annexure VII of APFRs&SRs

S. No.	Purpose	Duration	Conditions, Remarks etc.
1.	Govt. servant to serve as Junior of Assessor or witness in civil criminal Cases in India or abroad.	Entire period necessary	Personal / private interest should not be involved
2.	(a) Vasectomy operation first time	Up to 6 working days	Male employees only
	(b) Second time	Up to 6 working days	Failure of first operation and certificate produced to that effects prescribed
3.	Tubectomy (a) Puerperal or non puerperal	Up to 14 days	Female employees
	(b) Second operation	- do -	Failure of first time operation, medical certificate in proof as prescribed
4.	Intra uterus contraceptive devices insertion or reinsertion	1 day	Female employees
5.	Salpingectomy (Surgical removal of fallopian tube) after MTP	14 days	Female
6.	Tubectomy (puerperal or non-puerperal) first or second time due to failure of first for wife	7 days	Male employees subject to Medical Certificate in support of the operation second time
7.	Tubectomy salpigectomy operation after MTP for wives of employees	7 days	Male employees subject to Medical Certificate
8.	Post operative complications after- (a) Vasectomy	7 days additional casual leave	Male employees
	(b) Tubectomy	14 days additional spl casual leave	Female employees subject to Medical Certificate

S. No.	Purpose	Duration	Conditions, Remarks etc.
9.	Recanalization operation	21 days or actual period of hospitalization and forward and return journey time	Males : (a) operation in Govt. or recognized hospitals having facilities (b) request supported by Medical Certificate (c) either unmarried or less than 2 children or other special reasons.
10.	Casual leave (15) days in a calendar year	Maximum 10 days including public holidays, optional holidays, compensation casual leave at a time	15 days in a calendar year
11.	Optional holidays	Maximum 5 days	5 days in a calendar year

2. Special Casual Leave connected with sterilization, recanalization under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave, but not both. This intervening holidays and/or Sundays may be prefixed or suffixed to regular leave, as the case may be.

3. If the absence from duty exceeds the eligible casual leave, the Head of the Office may treat the entire period of absence as regular eligible leave.

4. The Special Casual Leave will be allowed to employees participating in sporting events for a period not exceeding 30 days in a calendar year. The period of absence in excess of 30 days shall be treated as regular leave of the kind admissible under the relevant rules applicable to the persons concerned. For this purpose, Government servant may, as special case, be permitted to combine special casual leave with regular leave but not with regular casual leave.

The Special Casual Leave will be allowed only

5 A. for participating in sporting events of National or International importance; and

B. when the Government servant concerned is selected for such participation.

C. in respect of International sporting events by any one of the National Sports and Games Association and Special Association recognized by All India Council of Sports as a member of a team which is accepted as representative on behalf of India.

D. in respect of events of National importance when the sporting event, is held on an inter-state, inter-zonal or inter-circle basis, and the employee concerned takes part in the event as a duly nominated representative in the team on behalf of the State or Zone or Circle.

6. Special Casual Leave not exceeding 30 days in a calendar year may be allowed to an artist who is an employee of Government participating in cultural events of National and International importance, on behalf of Government only when he is selected for participation by service/ cultural associations, recognized by Government or cultural organizations recognized/affiliated to State Academies in the State with prior permission of the Head of Office. In such cases eligible TA & DA may be paid.

Compensation Leave to Police Officers

G.O.Ms.No. 187 (Fin.) Dept., dt. 29-06-1979

252. Policemen of the rank of Inspectors and below are compensated for working on public holidays by crediting 15 days additional earned leave and for working overtime by crediting 15 days further additional earned leave to their leave account on 1st January and another 15 days on the 1st of July of every year. In case they are denied availment of this, additional earned leave in public interest, they are permitted to encash the earned leave in the manner as provided under relevant rules.

Granting of Casual Leave

253-1. Casual leave is granted by SP to the Gazetted officers subordinate to him, by the Zonal IG/DIGP to the SP and by the DGP to the DIG/IG/ Addl.DGP.

2. The SDPOs will grant C.L. to Inspectors and SIs and SHOs to their subordinates. The granting authorities will communicate the same to their immediate superior.

3. In the absence of SHO, HC can grant Casual Leave (C.L.) to his subordinates.

4. The granting authorities will maintain Casual Leave Register and make necessary entries therein.

Granting of Earned Leave

254-1. Gazetted Officers should submit their applications for leave to the Zonal IG/DIG/CP through the SP/DCP.

2. Leave to Inspectors, RIs and RSIs will be sanctioned by the Zonal IG/DIGP and in urgent cases by SP who will report the fact to Zonal IG/DIGP.

3. Leave to SIs, HCs and Constables will be granted by the SP; or SDPO if specially authorized by S.P. The SsP may also empower an Inspector in urgent cases, to grant leave up to one month to his subordinates subject to ratification.

4. In the case of sick leave of HCs and Constables, the SHO will submit the leave rolls with the passport attached after they return to duty.

5. In the case of non-gazetted police officers that are admitted into hospitals as in-patients, the medical officer may endorse on the passport itself a certificate while admitting and while discharge.

Grant of leave- provisions of F.R. 71 to be enforced

255. A Police Officer who has been granted leave on medical certificate or gone on leave on health grounds cannot be admitted to duty without a medical certificate for fitness.

Leave Applications

256. Applications for leave will be forwarded expeditiously by the Station House Officer with a Leave Roll in Form 36 with his recommendation to the Circle Inspector. The Circle Inspector will forward the leave rolls to the DPO through the Sub Divisional Police Officer.

Departure on Leave

257-1. Gazetted Officers before proceeding on leave, should communicate their address with cell phone numbers, e-mail address while on leave to the Addl. Director General of Police (L & O).

2. All subordinate police officers, before proceeding on leave should communicate their address to their immediate superior and keep him informed of any change of address.

3. No subordinate police officer may proceed on leave without sanction.

4. Head Constables and Constables proceeding on leave shall invariably be furnished with passports. A man who has obtained a medical certificate recommending him leave should be given a passport, before proceeding on leave, in token that the leave has been sanctioned. If the medical certificate is given at the district headquarters, the passport may be granted by the Addl. Superintendent of Police, or in his absence, by the Administrative Officer, except in the case of men of the Armed Reserve to whom it will be given by the Reserve Inspector. In circles, it should be given by the Inspector or Station House Officer.

5. When a Constable or Head Constable is sick and is sent to the hospital, a passport should invariably be given to him on which it should be endorsed the recommendation of the medical officer for the grant of leave or otherwise. Medical Certificates granted otherwise than on passports will not ordinarily be accepted.

6. If a man on casual leave or ordinary leave reports sick at a place other than his headquarters, he should report at the nearest police station and take a passport to the hospital. The same procedure should be followed if one falls sick when on duty elsewhere than in one's station limits.

the women employees be permitted to avail child care leave for two months viz., sixty days in the entire service to take care of the minor child for rearing or for looking after any other needs of the child during school or college examinations, sickness etc., subject to the following conditions :

a) Child Care leave of two months can be sanctioned in not less than 3 spells to look after two children up to the age of 18 years and with disabled children up to 22 years. The Child Care leave would be permitted only if the child is dependent on the Government servant.

b) LTC cannot be availed during the Child Care Leave as the leave is granted for the specific purpose of taking care of the minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

c) The leave account for child care shall be maintained in the prescribed proforma enclosed and it shall be kept along with the Service Book of the Government servant concerned. The leave shall be deducted from the Child care leave account.

d) Child Care leave shall not be debited against the leave account viz., Earned Leave, Half Pay leave

e) The Head of the office shall ensure that the availment of Child Care leave to an employee will not affect the functioning of the office for which necessary orders depending upon the circumstances of the office may be issued.

f) Child Care leave cannot be demanded as a matter of right. It requires the prior proper approval of the leave sanctioning authority.

g) The leave is to be treated like Earned Leave and sanctioned as such

h) The Child Care Leave may be sanctioned in continuation with maternity leave or any other leave other than Casual Leave and Special Casual Leave.

i) The Child Care leave can be sanctioned during period of probation also. However, the period of probation shall be extended to that extent.

j) The Child Care leave can also be allowed for leave not due.

7. An abstract of various types of leave, eligibility etc. is appended at the end of this Chapter as Statement 2.

Medical treatment of Police patients

258. List of updated Govt. Orders with regard to the Subjects mentioned therein :

S. No.	Government Order No of AP	Date	Content of the G.O
(1)	(2)	(3)	(4)
1	G.O.Ms.No.74 Health Medical & Family Welfare (K1) Dept, Govt of AP	15/03/2015	a. Modification of existing AP Integrated Medical Attendance Rules 1972 as amended vide this G.O. in 2015. State Government Employees are categorized on three categories based on their scale of pay: Scale of pay upto Rs.5000 to 10,600/- General Ward Scale of pay Rs.5300 to 13,600 Rs.8,400 to 16,525/- Semi private Ward Scale of pay Rs.9000 to 16,525/- above Private Ward b. Powers are delegated to all District level officers of all the Departments in the state to sanction medical reimbursement claims upto Rs.50,000/-. Subject to scrutiny by District Medical Board /District Hospital Supdt / Suptd of Teaching Hospitals. c. Master Health Checkup (MHC) be conducted to all the Govt Employees who crossed the age of 40 years and before retirement from service. MHC is allowed only three times within an interval of one year between each checkup. Rs. 3,000/- per MHC.
2	G.O.Ms.No.105 Health Medical & Family Welfare (K1) Dept	9/04/2007	Amendments to G.O.Ms.No.74, HM & FW (K1) Dept dt.15/3/2005 regarding maximum ceiling limit of Rs.2 lakhs for major ailments of bypass surgery CABGS, Dobule valve replacement open heart procedure and dental hospital treatment reduced to Rs.10,000/- etc.
3	G.O.Ms.No.397 Health, Medical & Family Welfare (K1) Dept	14/11/2008	Reimbursement of Medical charges to the Pensioners-enhancement of medical reimbursement from Rs. 1 lakh to Rs. 2 lakhs to the retired Government servants and their dependents on par with serving Government servants and their dependents.

(1)	(2)	(3)	(4)
4	G.O.Ms.No.447 General Administration (SC-X) Dept	11/07/2008	All India services (Medical Attendance) Rules1954-Reimbursement of Medical expenses in respect of A.I.S officers borne in the cadre of AP and working in connection with the officers of the state. a. For serving and Retd IPS officers who opted for Post retirement medical benefits of the State Govt Employees, the Director General of Police, AP is the sanctioning authority with effect from 11/07/2008 for sanctioning of medical reimbursements for the treatments taken as out patients upto an extent of Rs.10, 000/- and as inpatient where no relaxation rule is involved. b. In supersession of the orders issued vide G.O.Ms.No.174 General Administration (SC-X) Dept. dt.15/7/2004 reimbursement of medical expenses for the treatment secured at Private Hospitals recognized by the Government as referral Hospitals the claim is allowed without imposing 10% cut for non-submission of referral letter from the Govt Hospital. This rule is not applicable to the reimbursement of medical bill towards dental treatment.
5	Circular memo No.1963/SC-X/2008-1 of General Administration (SC-X) Dept	4/09/2008	The A.I.S pensioners while applying for reimbursement expenses should give an undertaking that they are not members of CGHS or they are not availing the CGHS facility and not seeking reimbursement under CGHS rules.
6	G.O.Ms.No.493 General Administration (SC-X) Dept	19/10/2009	Extending certain medical benefits to the AP cadre A.I.S pensioners, their dependents and to the A.I.S family pensioners. 1. The DGP, AP is authorised to process and sanction the medical bills as per rules 1) towards the OP treatment which does not exceed Rs.10,000/- and 2) all the inpatient treatments and those exceeding Rs.10,000/- to be examined by the Chief Office and if they are found genuine and essential then the proposal should be sent to the GAD (SC-X) with specific recommendation justifying relaxation of rules together with the scrutiny report.

(1)	(2)	(3)	(4)
7	G.O.Ms.No.68 Health, Medical & Family Welfare (K1) Dept	28/03/2011	Certain medical reimbursement orders A. Deletion of provision relating to 10% cut on the amount admissible where treatment was obtained in the recognized hospitals. B. Recognition of some private hospitals in Semi-Urban areas as referral hospital where facilities for undergoing treatment available. C. Entitlement of wards for the inpatient treatment. Gazetted officers whose gross pension is Rs.15,000/- and above is entitled for private ward. Non-Gazetted officers whose gross pension more than Rs.7,500/- per month but less than Rs.15000/- is entitled for semi-private ward. D. Last grade employees whose pension is less than Rs.7,500/- per month is entitled for general ward. E. All private hospitals to compulsorily indicate date in which it was recognized and date upto which the recognizition is valid on the essentiality certificate itself and a few other medical issues.
8	Memo No.369/ SC-X/A1/2013-1 General Administration (SC-X) Dept	18/07/2013	Revised rates for annual health checkup for All India Service officers of Rs.2000 for men and Rs.2,200/- for women under the All India Services (PAR) rules 2007.
9	G.O.Ms.No.103 Health, Medical & Family Welfare (K2) Dept	31/05/2014	Medical reimbursement to the pensioners after bifurcation of the State of Andhra Pradesh Guidelines. 1. In accordance with the above provisions of the A.P.Reorganization Act, Finance Department issued orders in G.O.Ms.No.97, Fin (PSC) Dept. dt.7/5/2014 and G.O.Ms.No.121, Fin (BG.III)) Dept, dt.22/5/2014 for apportionment of pension liability between the two states in the ratio of 58:32 :41.68.

<table>
<tr><th>(1)</th><th>(2)</th><th>(3)</th><th>(4)</th></tr>
<tr><td></td><td></td><td></td><td>2. Due to bifurcation of the state Government have decided to adopt the following procedure for medical reimbursement to the pensioners.
• The Medical Reimbursement bills of the Pensioners shall be drawn from the Head of the Department of the State, where he/she is drawing pension.
• After disbursement of the medical reimbursement, the amount may be apportioned between the two state of Andhra Pradesh and Telangana in the ration of 58:32:41.68
3. The following new Head of Account shall be adopted for medical reimbursement claims in respect of all pensioners
<table>
<tr><td>2071</td><td>Pension and other Retirement Benefits</td></tr>
<tr><td>01</td><td>Civil</td></tr>
<tr><td>MH 800</td><td>Other Expenditure</td></tr>
<tr><td>SH (05)</td><td>Medical Reimbursement of all types of Pensioners (to be opened)</td></tr>
<tr><td>40</td><td>Pensionery Charges</td></tr>
<tr><td>043</td><td>Medical Reimbursement (to be opened)</td></tr>
</table></td></tr>
<tr><td>10</td><td>G.O.Ms.No.284 General Administration (SC-X) Dept</td><td>28/08/2014</td><td>Reimbursement of medical expenses in respect of All India Services borne in the cadre of Andhra Pradesh (Serving Officers and Pensioners) – enhancement of ceiling limit of outpatient treatment upto an extent of Rs.25,000/-. The DGP, AP is the sanctioning Authority.</td></tr>
<tr><td>11</td><td>G.O.Ms.No.133 Home (Services-IV) Dept.</td><td>09/12/2016</td><td>Director General of Police, Government hereby issue orders extending the medical facilities to the dependent parents of the Andhra Pradesh State Police personnel/ Members of ABS, under the Arogya Bhadratha Scheme of Andhra Pradesh.</td></tr>
</table>

G.O. Ms. No. 1670/P.H. dt. 8.5.1939, No. 2759/P.H. dt. 21.6.1940 and No. 1403 Health, dated 15.4.1953

The rules relating to the medical treatment of Police Patients are laid down in paragraphs 165 of the **AP Medical Code 1995 edn.**, which is reproduced below:

Rule 165(1) **Treatment of Policemen:** Policemen should be treated in hospitals or dispensaries including rural dispensaries of Government nearest or most accessible to their stations. They need not be removed to a separate Police Hospital or District Headquarters Hospital but may be retained and treated in the nearest hospital easily accessible if the medical officer attending on them considers that the complaint is one which could be treated by him properly and cured by him. If the Medical Officer however, is of opinion that their transfer to a separate Police Hospital or District Headquarters Hospital is necessary considering the nature of illness, he should ascertain beforehand except in emergent cases, whether accommodation will be available for them in the hospital to which they are proposed to be sent and then arrange for their transfer.

Cost of treatment of Policemen

Please see Chapter 20 (Arogya Bhadratha) for more details.

(2) Members of the Police Force (including Special Police and Armed Police) will be treated and fed free in Municipal Hospitals or Zilla Parishad Hospitals and in special police wards attached to Municipal or Zilla Parishad Hospitals. The Government will meet treatment and diet charges on their account at Zilla Parishad and Municipal Hospitals, and also the charges for repairs and maintenance of special Police wards in such hospitals and the cost of special staff employed for duty in such special wards. The following procedure should be followed in connection with these charges.

(3) District Superintendents of Police should draw the dietary charges on contingent bills.

(4) Bills for charges on account of repairs and maintenance of the special wards and any special staff employed for duty in them should be prepared and verified by the Medical Officer in charge of the institution concerned and countersigned by the District Medical & Health Officer before presentation at the treasury.

(5) The total cost of the medicines and surgical and other appliances issued for use during each year in a municipal or Zilla Parishad

Hospitals in which Police patients are treated should be divided proportionately to the number of Police and other patients treated in the hospitals. The local body concerned may recover from the government the amount proportionate to the number of patients by presenting at the treasury a contingent bill countersigned by the District Medical and Health Officer.

(6) When members of the Police Force (including Armed Reserves and Special Armed Police) are treated as outpatients or inpatients in a hospital where no special arrangements are made for them, they will be subject to the rules applicable to other persons of the same status at that hospital, any charges leviable from them under the rules of the hospital will be borne by the Government. (Item No. 40(G) - Appendix 7 of the APFC Vol. II).

(7) Special Police Officers injured on duty and admitted to Government Medical Institutions are entitled to free accommodation, diet and treatment. When they are admitted to local fund or municipal medical institutions the charges, if any, leviable from them under the rules of the institutions will be borne by the Government.

(8) When Policemen are treated as out-patients of a Hospital where no special arrangements are made for their treatment, they will be subject to such rules as are applicable to other persons of the same status at the hospital in question, and charges leviable on them under the rules of the Hospital will be borne by the Government.

Control of Police Hospital Staff

(9) District Medical & Health Officers and Civil Surgeons exercise the powers of appointing, punishing and granting leave to servants employed in police hospitals under their control. Such orders regarding the establishments need not be communicated to Superintendents of Police.

Medical treatment of Police Personnel working in Cities

259-1. Certificates issued by the Registered Medical Practitioners and countersigned by the Gazetted Officers in charge of the Government Hospitals nearest to them from the place of their residence if they are living in Police Lines or from the place of their duty, if they are residing in private buildings, be accepted for the sanction of leave on Medical Certificate without the countersignature of the Police Surgeon.

2. As a welfare measure Police Clinics are run in some districts and in APSP Battalions.

(B) Pension

260. The grant of pension to all employees including police personnel is regulated by the AP Revised Pension Rules 1980. A revised proforma vide G.O.Ms.No.111 Finance (HRM VI) Dept dt.3.9.-2015, Govt of AP has been mandated in partial modification of the prescribed form of application for pensionary benefits that was prescribed in G.O.Ms.No.263 Finance (PSC) Dept dt.23.11.1998, Govt of AP. An extract of the relevant rules is given below:

1. **Rule 33 – Superannuation Pension:** A superannuation pension shall be granted to a Government servant who is retired as per Rule 42.

2. **Rule 42:** Retirement on attaining the age of superannuation. Every Government servant to whom these rules apply shall compulsorily retire on attaining the age of superannuation as provided in the Fundamental Rules as amended from time to time.

3. **Rule 43:** Retirement on completion of 20 years of qualifying service: A Government servant shall have the option to retire from service voluntarily after he puts in not less than twenty years of qualifying service.

4. Provided that he gives a notice in writing of his intention to retire voluntarily of at least three months in advance to the authority, which has power to make a substantive appointment to the post from which he intends to retire. However a notice of less than three months may also be accepted by the competent authority.

Rule 37 of A.P.Revised Pension Rules 1980

5. **Rule 37 – Invalid Pension:** An employee declared by the appropriate medical authority to be permanently incapacitated for further service, in accordance with the instructions on the subject, may be granted invalid pension. This shall not be less than the amount of admissible family pension (sub-rule 2 of Rule 50) to his family, had he not been alive on the date on which he was invalidated.

6. **Rule 38 - Compensation Pension:** If Government servant is discharged owing to the abolition of his permanent post, he shall, unless appointed to another post on equal conditions as deemed fit by the authority competent to discharge him, be entitled for this pension.

7. **Rule 39 – Compulsory Retirement Pension:** A Government servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, pension or gratuity or both at a rate not less than two thirds and not more than full invalid pension or gratuity or both admissible to him on the date of his compulsory retirement.

8. Whenever in the case of a Government servant the Government passes an order (whether original, appellate or in exercise of power of review) awarding a pension less than the full invalid pension admissible under these rules, the APPSC shall be consulted before such order is passed.

9-A. **Rule 44 – Retirement on completion of 33 years of qualifying service:** A Government servant who has completed (33) years of qualifying service but before attaining superannuation, may retire from service by giving a notice in writing to the appointing authority at least three months before the date on which he wishes to retire.

B. He may be required by the appointing authority to retire in the public interest and in the case of such retirement the Government servant shall be entitled to a retiring pension. In such cases the appointing authority should give a notice in writing to the government servant at least 3 months before the date on which he is required to retire in public interest or 3 months pay and allowances in lieu of such notice as the case may be.

C. When a notice of voluntary retirement is given under this scheme, the authority competent to accept the notice shall immediately review the case to see whether departmental disciplinary or court proceedings are pending or contemplated against the Government servant seeking voluntary retirement, which in his opinion are likely to culminate in major penalty of dismissal or removal from service. The notice of voluntary retirement may be refused in such cases by the competent authority.

10. **Rule 45 – Amount of Gratuity:** In the case of a Government servant retiring in accordance with the provisions of these rules before completing qualifying service of ten years the amount of service gratuity shall be as set out in the table given below. However in the case of a government servant retiring in accordance with the provisions of these rules after completing qualifying service of not less than 10 years, the amount of pension shall be as given in rule 45 (2) of A.P. Revised Pension Rules (APRPR) 1980.

Completed half yearly period of qualifying service.	Scale of service gratuity (multiplied by months Emoluments)
1	½
2	1
3	1 ½
4	2
5	2 ½
6	3
7	3 ½
8	4
9	4 3/8
10	4 ¾
11	5 1/8
12	5 ½
13	5 7/8
14	6 ¼
15	6 5/8
16	7
17	7 3/8
18	7 ¾
19	8 1/8

A. **Rule 46 – Retirement Gratuity:** A Government servant, who has completed five years qualifying service and has become eligible for service gratuity or pension under Rule 45, shall on his retirement, be granted retirement gratuity.

B. **Rule 47 – Persons to whom gratuity is payable:** The gratuity payable under Rule 46 shall be paid to the person on whom the right to receive the gratuity is conferred by means of nomination under Rule 49.

C. **Rule 49 – Nomination:** A Government servant shall on his appointment make a nomination in Form 2, as may be appropriate in the circumstances of the case, conferring on one or more persons the right to receive the retirement gratuity payable under Rule 47.

11. **Rule 50 – Family Pension:** The provisions of this Rule shall apply :

PSO - 260. 12.

Rule 50 Revised Pension Rules Notification vide G.O.Ms.No.315 Finance (Pensions-I) Dept dt.7.10.2010, Govt of AP

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Revised Pension Rules, 1980 issued in G.O (P) No.88, Finance & Planning, dated the 26th March, 1980, Govt of AP as amended from time to time.

AMENDMENT

In rule 50 of the said rules:-

I. for sub-rule (5), the following shall be substituted, namely –

‘’(5) The period for which family pension is payable shall be as follows

Category –I :

A. (i) In the case of a widow or widower, upto the date of death or remarriage whichever is earlier.

(ii) However, in the case of Childless widow of a deceased Government employee, the family pension shall continue to be paid even after her remarriage subject to the condition that the family pension shall cease once her independent income from all other sources becomes equal to or higher than the minimum family pension prescribed in the State Government from time to time. The Family pensioner in such case would be required to give a declaration regarding her income from other sources to the pension disbursing authority once in every six months.

B. (i) In the case of a son until he attains the age of 25 years or starts earning whichever is earlier.

(ii) In the case of daughter until she attains the age of 25 years or she gets married or starts earning, whichever is the earliest.

(iii) In the case of a son or daughter of a Government servant who is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the ages of Son/Daughter as specified in clause (i) and (ii) above the family pension shall be payable to

such son or daughter for life subject to the following conditions, namely:-

(a) If such son or daughter is one among two or more children of the Government servant, the family pension shall be initially payable to the children in the order set out in clause (ii) of sub rule (7) of this rule, until the last child attains the ages of Son/Daughter as specified in clauses (i) and (ii) above and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life;

(b) If there are more than one such child suffering from disorder of disability of mind or who are physically crippled or disabled, the family pensions, shall be paid in the order of their births and younger of them will get the family pension only after the elder next above him/her ceases to be eligible;

(c) The benefit of family pension to physically crippled or mentally disabled children, however is only admissible in respect of Government employees who are entitled to family pension under this rule or under the rules specified in part II of these rules:

(d) where the family pension is payable to such twin children, it shall be paid to such twin children in equal shares:

Provided that when one such child ceases to be eligible, his/her share shall revert to the other child and when both of them cease to be eligible, the family pension shall be payable to the next eligible single child/twin children.

(e) the family pension shall be paid to such son or daughter through the guardian as if he/she were a minor;

(f) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a Civil surgeon setting out, as far as possible, the exact mental or physical condition of the child;

(g) the person receiving the family pension as guardian of such son or daughter, shall produce every three years a certificate from a medical officer not below the rank of a Civil surgeon to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.

Explanations:

(i) The family pension to such son or daughter under, this sub-rule shall be stopped if he/she starts earning his/her livelihood;

(ii) The family pension payable to such daughter under this sub rule shall be stopped from the date she gets married;

(iii) In such cases, it shall be the duty of the guardian to furnish a certificate to the treasury or bank, as the case may be, every month to the effect that : -

a.He/she has not started earning his/her livelihood ;

b. In the case of daughter, that she has not yet married.

260.13. Category-II:

A. In the case of Unmarried/widowed/divorced daughter, not covered by Category-I above, upto the date of marriage/remarriage or till the date she starts earning or upto the date of death whichever is the earliest, provided they are wholly dependent on the employee/ pensioner.

B. In the case of Parents who were wholly dependent on the Government servant when he/she was alive, upto the date of death, provided the deceased employee has left behind neither a widow nor a child.

NOTE (1):- Family pension to unmarried/widowed/divorced daughters and dependent parents specified in Category-II, shall be payable only after the other eligible family members in Category-I have ceased to be eligible to receive family pension and there is no disabled child to receive the family pension.

NOTE (2):- Grant of family pension to children in respective categories shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above him/her has become ineligible for grant of family pension in that category.

260.14. NOTE (3) :- The income criteria for dependency will be the minimum family pension along with dearness relief thereon.

II. In sub-rule (12), for clause (b), the following shall be substituted, namely, -

"(b) "Family" in relation to Government servant means –

Category-I:

(i) Wife in the case of a male Government servant, or husband in the case of a female Government servant.

Note 1: Wife and husband shall include respectively judicially separated wife and husband.

Note 2 : Where the appointing authority decides that for reasons to be recorded in writing a child or children from a judicially separated deceased female Government servant should receive the family pension in preference to judicially separated husband of the deceased Government servant such husband shall not be regarded as covered by the expression 'family'.

(ii). Sons/daughters including such son/daughter adopted legally before retirement or son/daughter born after retirement and also including physically/mentally disabled son/daughter.

Category – II :

(i) Unmarried/widowed/divorced daughter not covered by Category-I above.

(ii) Parents who were wholly dependent on the Government servant when he/she was alive, provided the deceased employee has left behind neither a widow nor a child.

Note: The period of payment of Family Pension and conditions subject to which the family pension is payable, shall be as specified in Sub-rule (5) above."

260.15. Sanction of Anticipatory Pension - Rules

G.O.Ms.No. 52 Fin.&Plg. (FW & Pen.I) Dept. dt.20-2-84 and Circular Memo No. 13924-G/687/Pen. I/90 dt.27-12-90 of Fin&Plg. (FW & Pen.I) Dept.

15 A. **Service Pension:** In respect of retiring employees, where the payment of pension has not commenced on the due date after retirement, the Head of office concerned, irrespective of the fact

whether the pension papers have been sent to AG or not, shall draw and disburse anticipatory pension not exceeding 40% of the last pay drawn.

B. He shall issue a sanction letter to the Government servant marking a copy thereof to the competent pension sanctioning authority and the Audit Officer indicating the amount of anticipatory pension payable to such Government servant on retirement from service.

C. After the issue of the sanction letter he shall draw the amount of anticipatory pension on establishment pay bills and disburse the amount to the pensioner until such time as the final pension is released to the pensioner by the Audit Officer.

D. The anticipatory pension paid as per sub-clause (B) shall be adjusted in full from the final pension.

E. No anticipatory pension shall be admissible in cases where disciplinary proceedings are in progress under Rule 9 of these rules.

Govt. Memo No.12437/A/112/PSC/A/88, dt. 23-7-88 of Fin&Plg. (Foo. PSG) Dept.

16. **Rule 52** – Provisional pension where departmental or judicial proceedings may be pending:

Govt. Memo No. 979-B/6/A2/Pen-I/94, dt.2-2-94 of Fin&Plg Dept.

A. In respect of a Government servant referred to sub-rule (4) of rule 9, the Audit officer/Head of office shall pay the provisional pension not exceeding the maximum pension which would have been admissible on the basis of qualifying service up to the date of retirement of the Government servant or if he was under suspension on the date of retirement, up to date immediately preceding the date on which he was placed under suspension.

B. Pension sanctioning authorities are competent to sanction provisional pension to the non-gazetted officers. It shall be sanctioned by the Government in the case of gazetted officers. Only provisional pension is payable in cases where departmental/judicial proceedings are pending.

G.O.Ms.No. 227 Fin & Plg. (FW Pen.I) Dept., dt. 10-10-95

C. Minimum provisional pension: The provisional pension to be sanctioned under Rule 52(1)(a) of the AP Revised Pension Rules 1980, shall not be less than 75% of the normal pension entitlement.

D. Gratuity: The retirement gratuity can be released up to 80%.

G.O.Ms.No. 88, Fin&Plg (FWP Pen.I) Dept. dated 25-5-98

17. Relief in case of death of pensioners in respect of service pension has been raised to a minimum of Rs.2000/-.

Processing of Pension Cases - Powers - Authority :

S. No.	Pension cases in respect of	Powers Delegated	Pension papers forwarded to
(1)	(2)	(3)	(4)
1.	PC, HC, ASI, ARPC, ARHC and ARSI	Superintendent of Police	State Audit
2.	APSP PC, HC & ASI	Commandants	-do-
3.	Class IV of Dists./Units	Head of the Unit	-do-
4.	Class IV of O/o DGP, A.P.,	AIGP (Admn.)/DIGP (Admn.)	-do-
5.	SI and Inspector of Police	Zonal IGP/DIGP	AG, A.P., Hyderabad
6.	RSI and RI, APSP	DIG, Battalions	AG, A.P., Hyderabad
7.	Gazetted officers((DSP and above)	IGP (P&L), O/o DGP, A.P	AG, A.P., Hyderabad
8.	Non-Gazetted ministerial staff of Dists. / Units	Head of the Unit	AG, A.P., Hyderabad
9.	Non-Gazetted staff of O/o DGP, A.P.,	AIGP (Admn.) / DIGP (Admn.)	AG, A.P., Hyderabad

a. Pension is drawn from Banks through PPO/DTO/STO

b. Gratuity is drawn from PPO/DTO/STO

c. Leave salary at the time of retirement is claimed from respective DPO/CP/APSP Bns.

d. GIS – as above

e. APGLI – forwarded by DPO/CP/APSP Bns.

16. Where the competent medical board/medical authority has declared an employee fit for further service of a less laborious character, than that which he has been doing, he may, if possible be employed on lower pay. If there be no means of employing him even on a lower pay, he may be admitted to invalid pension.

17. If the incapacity is directly due to irregular and intemperate habits of an employee, no invalid pension may be granted. On the other hand if the incapacity has not been directly caused by such habits but has been accelerated or aggravated by them, the pension sanctioning authority may decide the extent of reduction to be made.

Forfeiture of Service on Resignation

Rule 26 of AP Revised Pension Rules (A.P.R.P.R.) 1980

261-1. Resignation of service or post entails forfeiture of past service unless he takes up another job in Government with permission, where he is qualified for that service. In such cases, it is in fact not a resignation from public service. However, when such resignation is accepted the order should state clearly that it is for taking up another appointment and benefits would be admissible. A direct recruit when appointed to another post in the same or different category, class or service, is deemed to have resigned the earlier post. Joining time for the new post can be adjusted as admissible leave or condoned to avoid break in service.

Effect of interruption of Service

Rule 27, A.P.R.P.R. 1980

2. An interruption in the service entails forfeiture of his past service, except in the following cases:

   A. Authorized leave of absence;

   B. Unauthorized absence in continuation of authorized leave so long as the post of absentee is not filled substantively;

   C. Suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the employee dies or is permitted to retire or is retired on attaining the age of compulsory retirement while under suspension;

   D. Abolition of office or loss of appointment owing to reduction of establishment;

   E. Joining time while on transfer from one post to another.

3. Notwithstanding anything contained in Sub-rule (1) pension sanctioning authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

Rule 28 of A.P.R.P.R. 1980

4. **Condonation of interruption in service**: The interruption between two or more spells of Government service or between non-Government service (like service under Municipalities, District Boards etc.) shall

be treated as automatically condoned without any formal order of the sanctioning authority without restrictions as regards periods of interruption as well as the length of period preceding interruption. This will not apply to interruption between non-regular military (purely temporary) service and service.

262. On retirement, officers should furnish their address in order that the authorities may communicate with them, if necessary.

Address, e-mail address, Phone number, PAN number, Aadhar Card No. to be furnished by Retiring Officer

(C)Travelling Allowance, Railway and Bus Warrants

Travelling Allowance - Grant of:

263. The grant of Travelling Allowance is regulated by the A.P. Travelling Allowance Rules.

1. Revised orders regarding travelling allowance are issued vide G.O.Ms.No.150 Finance (HR.VI-TFR-A&L-TA) Dept dt.11/12/2015, Govt of AP among other things in the said G.O the following tables are furnished below:

Grades and Rates of Daily Allowance:

The classification of officers into grades and the rates of Daily Allowance admissible within and outside the State shall be as indicated below

Grade	**D.A. for tours within the State**		**D.A for tours to any place outside the State**	
	Existing	Revised	Existing	Revised
Grade-I Rs.49870-100770 and above	Rs.300/-	Rs.450/-	Rs.400/-	Rs.600/-
Grade –II Rs.28,940-78,910 and upto and inclusive of Rs.46060-98440	Rs.200/-	Rs.300/-	Rs.300/-	Rs.450/-
Grade-III Rest of the employees	Rs.150/-	Rs.225/-	Rs.200/-	Rs.300/-

All Government employees are eligible to draw full daily allowance for the entire duration of their official tour

2. Enhancement of the maximum amount of reimbursement of Lodging charges at various places within the State and outside the State.

Government hereby order that the Government servants visiting various places on official duty shall be eligible for reimbursement of Lodging Charges actually paid by them subject to the maximum amounts as indicated below.

Grade	**At Municipal Corporations either within the State or outside the State except those cities mentioned in columns (3) & (4)**	**At Hyderabad / Secunderabad**	**At Delhi, Mumbai, Chennai, Kolkata, Benguluru**
(1)	(2)	(3)	(4)
Grade-I	Rs.750/-	Rs.1000/-	Rs.1300/-
Grade-II	Rs.450/-	Rs.700/-	Rs.785/-
Grade-III	Rs.300/-	Rs.450/-	Rs.525/-

The reimbursement of lodging charges is subject to the following conditions

i. On certification by the concerned touring officer that Government accommodation was not available.
ii. Production of the original receipt from the Lodging House.

Travel by Buses of A.P.S.R.T.C

1. The employees belonging to Grade-I and Grade-II of Annexure-I of T.A Rules are permitted to travel by Air-Conditioned buses of A.P.S.R.T.C, irrespective of whether the places are connected by rail or not.

2. Similarly, the employees belonging to Grade-III are permitted to travel by A.P.S.R.T.C buses of any type, except by A.C buses between the places connected by train also and claim the bus charges actually paid, without restricting the claim to the train fare by the eligible class.

Travel by Train

1. Government servants drawing pay in the revised pay scale of Rs.28940-78910 (corresponding to the existing scale of Rs.14860-39540) and above shall be eligible to travel by AC II Tier. All other employees shall be eligible to travel by second class.
2. As the railways have dispensed with first class in several trains, it is ordered, that where first class is available in the train, the employees, who are eligible to travel by first class, may travel either in 1st class or in 2nd A.C or in 3rd A.C Chair car. If there is no first class in the train the employee may travel either in 2nd A.C or in 3rd A.C or in A.C Chair car as per eligibility.
3. The employees who are eligible to travel by second class may also travel by sleeper class.
4. Government also hereby permit to reimburse the 'Tatkal' charges in cases of journeys between the originating station and terminating station, that too in cases where there is no sufficient time for the employee to purchase the tickets in advance subject to furnishing of a certificate, to that effect, by the Controlling Officer.
5. Government also hereby permit to reimburse the service charges actually spent by the employee for 'online' booking of tickets, on production of proof to that effect.
6. All the employees are permitted to travel by all types of express trains i.e, Super-Fast, Sampark kranti, Rajdhani, Satabdi, Garib Rath, 'Duranto' etc.
7. These eligibilities are applicable in the case of journeys performed either on official tour or on transfer or in the cases of journey connected with Leave Travel Concession (LTC).

Journeys within Jurisdiction

Rule 24(3) of A.P. T.A. Rules.

264. For a journey by road on escort duty, subordinate Police Officers may, when the journey exceeds 8 km but does not exceed 32 km be granted the amount of mileage allowance limited to the amount of one full dearness allowance at normal rates.

Annexure-IV of Civil Services (TA) Rules, specifies the category of employees entitled to maintain and use their own Motor Car, Motor Cycle/Scooter. Consequent on the revision of scales from time to time, the following table indicates the categories of employees and rates of Mileage Allowance payable, who are eligible to use and maintain their own Motor Car, Motor Cycle / Scooter, while on tour.

Category	Scales of pay of the employee	Nature of Conveyance permitted	Rates of Mileage Allowance
1	Officers who are drawing pay in the revised scale of Pay of Rs. 37,100-91, 450 (Corresponding to Rs.19,050-45850) and above	One motor Car	a) Rs.13/- per K.M for petrol driven vehicle b) Rs.9/- per K.M for Diesel driven vehicle
2	Officers who are drawing pay in the revised scale of Pay of Rs.25,140-73,270 and above but below the Revised scale of Pay of Rs.37,100-91, 450	One Motor Cycle/Scooter	Rs. 5/- per K.M

Daily Allowance shall not be paid to the Government servants claiming the Mileage Allowance for their tours.

Training Courses

Rule 86 of A.P. TA Rules

265-1. A Government employee, who is deputed to undergo training in any training institution in India, (other than at his place of duty) may be allowed traveling allowance as for a journey on tour. Daily allowance at the rates applicable to the place of training is admissible for the first 90 days. If the period of training exceeds 90 days, only transfer travelling allowance is admissible.

2. If, during the period of training, the Government employee has to visit several places, travelling allowance may be allowed for such journeys as on tour.

3-A. As per Rule 86(2) Exemptions: (i) Except in the case of recruit constables, fireman and firemen drivers a person who on first appointment is required to undergo a prescribed course of training before taking up the duties of the post to which he has been appointed, is not entitled to travelling allowance for joining the training centre or for stay at the centre. He is, however, entitled to draw travelling allowance as on tour (excluding daily allowance) for journeys performed from the training center to the place of his appointment. If the training is held at more than one place, he is entitled to draw travelling allowance as on tour (excluding dearness allowance) for journeys from one training centre to another.

B. This rule is not applicable to cases of acquisition of higher academic qualifications like M.Tech/M.E./M.V.Sc. and other allied disciplines.

4. If an employee is transferred while on training, he shall be deemed to have been transferred from his permanent headquarters and be entitled to return to his headquarters before the transfer takes effect. On completion of a course of training if an employee is posted to a station other than that from which he was deputed, will draw travelling allowance as for a journey on transfer to the new station either from the old station or from the place of training whichever is less. However, the transfer travelling allowance for family, personal effects, conveyances and personal servants is admissible only from the old station to the new station.

5. If, in a training institution a vacation is allowed, travelling allowance is not admissible for journey from and to the institution, unless for the purpose of practical course of training which is required to be undergone at another station during such vacation.

6. Employees who were provided hostel facilities with free boarding & lodging facilities during the course of training, the daily allowance is admissible only at half the rates. However, if the charges towards boarding & lodging are met by the Government employee, daily allowance is admissible at full rate. If either boarding or lodging is provided free of cost, daily allowance is admissible at three-fourths rate.

Journeys in attendance to a sick officer

Rule 85 of A.P. T.A. Rules

266-1. If a Government employee is advised by his authorized medical attendant to go to another hospital of specialties, either within the State or outside the State, in accordance with Rule 10 & 11 of the Andhra Pradesh Integrated Medical Attendance Rules, he shall be entitled to draw travelling allowance for the journeys undertaken by him (to and fro) as on tour excluding daily allowance.

2. In addition, one member of his family may also travel with him and travelling allowance for the journeys of that family member (to and fro) may be allowed i.e., either rail fare by the class in which the Government employee is entitled to travel or the bus fare, as the case may be, excluding daily allowance.

Journey for Special purposes

Rule 87 of A.P. T.A. Rules

3. An employee who is permitted or required to attend any investiture ceremony elsewhere than at his headquarters may draw travelling allowance & dearness allowance as for a journey on tour.

4. The following Police Officers and staff may draw travelling allowance & dearness allowance as for a journey on tour.

   A. Members of Police teams who participate in trial matches or tournaments conducted by recognized associations or bodies and the members of the teams attending the District/Range/State and All India Police Sports (including athletic meets and duty meets) and inter-company sports of Andhra Pradesh Special Police battalions.

   B. The Police constables accompanying tents required in connection with these sports.

   C. The members of the Police Bands attending the sports.

   D. The Officers attending the sports meets to serve as judges within and outside their districts.

   E. Officers of the Police Department participating in various sporting events of the Police Department who are permitted to attend the Annual Police Sports and conferences wherever held and a Zonal Inspector General /DIGP attending Police Sports in his zone.

Note: Concession tickets should, as far as possible, be obtained from railways for all the members.

5. Travelling allowance and dearness allowance may be allowed to employees who are called for a personal interview, before selection as a candidate, for another appointment in Government service, provided the interview is held at a place other than his headquarters.

6. An employee who, as a member of the Andhra Pradesh Civil Services joint staff council, attends the meeting of the council, may draw travelling allowance and dearness allowance, as for a journey on tour.

7. An employee called for an interview or for medical examination for enrolment in territorial Army may draw travelling allowance and dearness allowance as for a journey on tour.

8. Every Officer belonging to the Police Department who is required to attend the Parades at designated place to receive the President's Medals or State Medals, may be permitted to take with them two members of their family and to draw railfare/bus fare/mileage allowance as the case may be, and Daily Allowance for each adult member at the rates as admissible to the recipient.

Note: (i) For the purpose of this sub-rule "family" includes wife, children, father, mother, brother and sister.

(ii) Travelling allowance and dearness allowance may be allowed to the two members of the family, even in cases where they do not actually accompany the participants but attend the parade from any place in the State.

9 Travelling allowance is not admissible for the journeys undertaken by them to attend social functions held by the President or others and flag hoisting ceremonies.

10. Travelling Allowance is not admissible to the Government employees who are invited to attend the swearing in ceremonies of the Governor, or the Ministers in the State.

11. Government employees who have been sanctioned Incentive Awards for their outstanding good work and for making extremely useful suggestions for implementation by Government, are permitted to bring their spouses also to witness the awards function and to draw travelling allowance and dearness allowance for themselves and for the spouse.

T.A to the Family Members of Government Employee who dies in Service

Rule 89 of A.P. T.A. Rules

267-1. If a Government employee dies while in service, members of his family may be granted travelling allowance for the journey to his home or to any other place, where they wish to reside, either from his headquarters or from the place of his death provided that the amount shall not exceed what would be admissible for a journey from the Government employee's headquarters to his home town.

2. If the Government employee is on leave at the time of his death, his headquarters shall be where he was last on duty.

3. The travelling allowance shall be the allowance admissible for a journey on transfer by the eligible family members, transport of personal effects, conveyance and personal attendants as per rules.

4. The allowance must be claimed within three months of the date of the death of the employee.

5. The travelling allowance bills shall be drawn and paid by the controlling officer of the Government employee concerned. In cases where the deceased Government Officer was himself the controlling officer, the Head of the Department/Secretary to the government concerned, shall draw the travelling allowance bill and disburse to the legal heir.

6. In the case of death of an officer belonging to All India Services while serving the affairs of the State, the family shall be entitled for the payment of travelling allowance to go to the home town or any other place as per the rules framed by Government of India in force, on the date of death of the Officer.

Exemption from tolls

Rule 11 of National highway Fee (Determination of Rates & Collection Rules 2008)

268-1. Police Officers while travelling on duty or on transfer are exempted from the payment of tolls for the vehicles by which such Officers are actually travelling. This exemption extends also to the property in their custody, such as stolen goods or vehicles or the private property of the criminal, but not to the private property of Police Officers.

2. All boats, which are the property of the Government, provided for the use of officers of the Police department, are exempt from the payment of tolls or license or registration fees.

Travelling Allowance (T.A) Bills – Preparation, Submission etc.

269- 1. The following instructions are for the guidance of Station House Officers and others in order to ensure that Travelling Allowance bills are systematically prepared.

A. On the first day of the month, the office copy of the Travelling Allowance bill should be opened in the prescribed Travelling Allowance bill form. Separate pages should be allotted for each of the Asst. Sub-Inspector, Head Constables and Constables in the Station or Unit. It is the duty of the Sub-Inspector, SHO or in his absence the senior-most or in his absence the Station Writer, to make entries in the office copy of the bill, day by day, as and when journeys are completed by the staff and passports are handed over by them on return to the station. Claims entered by the Station

Writer in the absence of the Sub-Inspector should be checked by the SHO personally on his return. Every claim should be supported by a passport. The dates and timings recorded in the passport should tally with those in Travelling Allowance bill. At the end of the month all claims for the month entered in the office copy of the bill should be fair-copied. In the fair copy, columns 8 to 13 showing the amounts will be left blank. Both the copies (office copy and fair copy), with the passports and the foils of railway and bus warrants marked "For the Superintendent of Police" in support of journeys by train or public conveyance, should be dispatched direct and reach the District Police Office by the fifth of the month following the one to which the bill pertains. Before dispatch of the bill to the District Police Office, the Station House Officer should check the claims again in the bill with the entries in the passports of the staff and record a certificate of having done so.

B. It is most important that the claims of all persons who have returned after performing journeys are entered in the office copy of the travelling allowance bill immediately on the same day. Inspecting Officers should scrutinize the entries in the Office copy of the travelling allowance bill whenever they visit the station or Unit and ensure that the above instructions are strictly complied with.

C. The SHO and/or Sub-Inspectors should write up the office copy of their own travelling allowance bills day by day, and make out a fair copy of the bill at the end of the month and send both the office and fair copies to the SDPO by the first of the month following the one to which the bill pertains. It is the duty of the SDPO to crosscheck the claims of the SHOs and Sub-Inspectors and then forward the bill with his remarks, if any, to the District Police Office by the fifth of the month.

D. As claims for travelling allowance must be supported by the passports of the men, the passports and railway/bus warrant foils must be retained by the Station House Officer and attached to the travelling allowance bill as mentioned earlier. These documents will be filed in the District Police Office with the office copy of the bill.

2. The bill should be scrutinized in the District Police Office with the passports and amount admissible for each journey or halt entered in the respective column. Any claim not covered by a passport will be held under objection and dealt with supplementally. The District Chief

of Police or the Superintendent of Police or Addl. SP in charge of Administration is responsible for passing the travelling allowance bills and see that improper claims are not included in them.

3. After obtaining pass orders on the bill, it will be sent to the Station House Officer, along with an acquittance roll prepared in Form 37 by the District Police Office, for its encashment at the treasury or sub-treasury concerned and disbursement of the amount to the concerned. After due disbursement, the Station House Officer should resubmit the acquittance roll to the District Police Office for final audit.

Time Limit for Claim

4. Where the journeys of the Government employee, his family members, personal effects, conveyances and personal attenders take place on different dates, the limit of three months specified in Article 54 of the A.P. Financial Code - Volume-I shall apply to each journey by the Government employee, family members, personal effects, conveyances and personal attenders. Separate travelling allowance bills for each journey so performed shall be submitted.

Disbursement of Daily Allowance (D.A)

Rule 72 of A.P. T.A. Rules.

270-1. No delay shall be permitted in the disbursement of DA and the return of acquittances (Form 37). For any amount subsequently disbursed, a separate receipt should be obtained and forwarded to the District Police Office. After the amount drawn from the treasury/Bank is completely vouched for, the District Police Office will certify on the accquitance roll that it has been audited, noting the date of audit in the relevant column of the Check Register of Travelling Allowance Bills, and the Superintendent of Police /Addl. SP in charge of Administration will attest both.

2. The Superintendent of Police/Addl.SP in charge of Administration should take immediate notice of delays in regard to the preparation of Travelling allowance bills and disbursement of DA and take suitable action.

Railway Warrants

271-1. Railway Warrants (Form 38) will be accepted without question by Station Masters or booking clerks as a cash payment for the value of tickets supplied, provided that rules 1 to 5 printed on the reverse of the foil headed “For Railway” are observed.

2. Before railway warrant books are issued to Stations, each of the three foils of the warrants should be clearly stamped in the district stores with the name of the district/Unit in the space allotted at the top.

Railway Warrants – Preparation and presentation at Rly. Station

272. Railway warrants shall be made out in English. The foil headed "For Office Record" will be retained in the Office of the issue and the remaining two foils handed over to the Officer in charge of the travelling party, who will fill up column 4 in each, sign the railway foil and present them both at the railway station. The railway authorities will then issue the tickets required and also return the foil "For the Superintendent of Police" with the blanks filled in. This foil will be sent by the Officers in charge of the party to the Officer in charge of his station, who will collect all the foils received in the course of the month and attach them to the TA bill of the station for the month.

Railway Warrants - Preparation by Railways for payment

273. The foil headed "For Railway" will, in accordance with rule 7 printed on the reverse, be presented by the railway administration to the Accountant General of the State to which the police party belongs, and the Accountant General will forward it after payment to the controlling officer for scrutiny and countersignature. To enable the railway administration and the Accountant General to send the warrant to the proper officers, the officer issuing it will, when the party does not belong to the same State or district as that of issue, endorse in red ink at the top of the foil headed "For Railway" as follows:

Payable by the Accountant General…
"To be sent to the Superintendent of Police for Acceptance"

Railway Warrants - Concessional use

274-1. Attention should be paid to the rules on the reverse of the foil headed "For Railway" of the form of railway warrants.

2. Whenever possible, railway warrants shall be issued at the station of departure for the return journey also.

3. Railway warrants should be issued to all Head Constables and Constables, including those in the City, for journeys to and from hospital and from one hospital to another and also for journeys to seek medical advice covered by rules 84 and 85 of the A.P. Travelling Allowance Rules.

4. Railway warrants may be used for the conveyance of tappal to officers in camp provided that expenses and time can be saved.

Railway Warrants - Safe custody

275-1. The book of railway warrants should be kept under lock and key in the personal custody of the Officer to whom it is supplied and treated as cash. In the absence of the SHO from the station, it will be in charge of the next senior officer present. The rules for the safe custody of railway warrant printed on the inside cover of the railway warrants book should be strictly enforced. Warrants should be issued in strict serial order only. The station DA bill sent every month to the District Police Office should be accompanied by a statement showing (a) the numbers of the railway warrant foils attached to the station bill, Inspector and Sub-Inspector's bill, (b) the numbers of the warrants already issued and to be accounted for with the bills of the following months, and (c) the numbers of the warrants still in the custody of the station house officer. The District Police Officer should cross check to ensure that item (a) above agrees with the numbers of the warrants actually received by them and that the foils of the warrants mentioned in item (b) in the statement of the previous month have been received.

2. Whenever transfer of charge takes place, the printed numbers of the railway warrants handed over should be given in the certificate of transfer of charge.

Railway Warrants - Particulars to be entered

276. Each Station House Officer, Reserve Sub-Inspector, Inspector and Reserve Inspector should invariably enter the following particulars on the railway warrant:

1. Name and number of Police Officer and nature of duty
2. Reasons for travelling by Mail or Express or long distance train
3. In the case of a transfer, whether it is on public grounds or at the request of the officer or for misconduct
4. In the case of treasure escorts, the weight of treasure, number of free passes issued and the number and date of luggage ticket should be recorded on the railway warrants for both forward and return journeys.

Escort of Treasure - Number of free passes to be issued by the Railway

277. When Treasure is sent under escort and is conveyed in separate Railway vehicles (i.e. wagons other than in a passenger carriage)

free conveyance of the escort is allowed on the following scale both on forward and return journey:

1. One man to travel free as a sleeper class/second class passenger when the consignment of treasure is over 20 and under 50 quintals.
2. Two men, when the consignment is more than 50 but less than 100 quintals.
3. Four men, when the consignment is 100 quintals and above.

Railway ticket Requisition

278. Railway ticket requisitions in Form 38 are used for all journeys performed by members of the railway police

Bus Warrants

279. Bus warrants will be in Form 39. Instructions contained in Orders 274,275,276 regarding railway warrants also apply *mutatis mutandis* to bus warrants

Railway and Bus Warrants - Additional instructions

280. The following additional instructions on the use of railway and bus warrants by police officers shall be complied with.

1. Railway warrants and Bus warrants shall be used by all Police Officers and staff of police department for forward and return journeys on Govt. duty.
2. Officers and staff whose TA is not debited to 2055 Police shall not use railways or bus warrants even if they are under the administrative control of Police Department.
3. The use of Railway and bus warrants is optional in respect of journeys on transfer where transfer is on public interest.
4. Bus warrants shall not be used for journeys outside the State by any Police Officer except with permission of the authority competent to grant permission to travel beyond the State.
5. Railway warrants and bus warrants shall be used for the journeys of prisoners under police escorts.
6. Police Officers using railway/bus warrants for Journeys in connection with treasury or in connection with escort, postal or other escorts will make out separate travelling allowance bills for those journeys, as expenditure on such journeys is not debited to 2055 - Police, and the cost has to be recovered from concerned departments or parties.

7. Bus and Railway warrants shall be issued only by SHO and Officers above him.

River Journeys

281. Bus warrant forms should be used for river journeys on duty by mechanised boats in the same manner as for journeys by buses. All the instructions for the use of bus warrants for journeys by buses will also apply *mutatis mutandis* for the use of river journeys by steam launches.

Charges for Police bundobust

G.O.MS.No. 46, Home (Pol.D), Dept., Dt.4-3-1997 of AP

282-1A. **Collection of PSO/Guard Charges from the borrowing agencies**

(C.O Circular Memo No.B5/157/G.C/2010 dt.7-9-2010 of AP DGP Office)

The following fees is levied from the borrowing agencies when services of Police personnel are used at places of entertainment namely exhibition, theatre, races, sports, games, dramas, mass audio shows, music concerts, private guards to individuals (on court/Govt Orders) to institutions etc.

AVERAGE PAY OF PSO/GUARD CHARGES AS PER RPS-2015					
Sl. No.	**Rank**	**Scale of Pay**		**Length of time scale**	**Average Pay**
		Minimum	**Maximum**		
1	PC	16400	49870	40	22090
2	HC (civil)	18400	55410	40	24692
	HC (AR/APSP)	21230	63010	40	28333
3	ASI	23100	67990	40	30731
4	SI	28940	78910	38	38934
5	CI	35120	87130	35	48123
6	DSP	40270	93780	33	55253
7	Addl SP	52590	103290	27	71856
8	SP (NC)	56870	105810	25	77425

Average Pay = Minimum + (Maximum – Minimum) (3/4 - X/60)

Where “X” is the length of time scale minus 5

C. PSO/Guard Charges in Revised Pay Scales (RPS) 2015

AVERAGE COST FOR PSO/GUARD CHARGES AS PER RPS-2015										
Sl. No.	**Description**	**PC**	**HC Civil**	**HC (AR/APSP)**	**ASI**	**SI**	**CI**	**DSP**	**Addl. SP**	**SP (NC)**
1	Average Pay	22090	24692	28333	30731	38934	48123	55253	71856	77425
2	D.A (12.052%)	2662	2976	3415	3704	4692	5800	6659	8660	9331
3	HRA (20%)	4418	4938	5667	6146	7787	9625	11051	14371	15485
4	P.P (Rate as applicable to individuals concerned to be taken)	-	-	-	-	-	-	-	-	-
5	Uniform Maintenance Allowance	150	150	150	150	150	150	150	150	150
6	Conveyance Allowance (if eligible and applicable to be collected as per rates revised vide G.O.Ms .No. 160,dt12.10.12 Fin(HR-VI-TFR -R&L-TA)Dept, Govt of AP	-	-	-	-	-	-	-	-	-
7	Risk Allowance	175	175	175	175	250	-	-	-	-
8	Supervision Charges	2209	2469	2833	3073	3893	4812	5525	-	-
9	Clothing charges	250	250	250	250	250	250	250	250	250
10	Surrender leave	1215	1359	1559	1691	2142	2648	3040	3954	4260
11	Additional Surrender leave	2431	2717	3118	3382	4284	5296	6080	-	-
Total cost for each person per month		35600	39726	45500	49302	62382	76704	88008	99241	106901

Note

1. The percentage of DA shown above is as applicable at present. However, actual rate of DA may be taken at the time of deployment.

2. Rate of HRA as applicable to the place of duty of the individuals concerned should be taken

3. Leave Salary Contribution and Pension Contribution component has been eliminated in the calculation, in view of **G.O.Ms.No.160, Finance (FR.II) Dept. dt.07-05-2010**, **Govt of AP**

4. However, recovery of Leave Salary contribution & Pension contribution from the borrowing agencies for the deputations already made. May be continued, till termination of the deputation.

5. The PSO/Guard charges may be collected in advance for the deployment period

6. The revised rates of PSO/Guard charges may be made applicable w.e.f 01-04-2015

M.H.	0055-POLICE
m.h.	800- OTHER RECEIPTS
S.H	05- Director General of Police
D.H	800- User Charges

M.H.	0055-POLICE
m.h.	800- OTHER RECEIPTS
S.H	81- Other Receipts

D. The scale of fees specified above should be levied in cases where only a single "relief" is provided for any period not exceeding four hours, irrespective of the period of duration. Where more than one relief is provided because the period exceeds four hours, charges should be levied pro rata for the period in excess of four hours or multiple of four hours.

E. When replying to applications from individuals or companies for the service of the police, these fees should be quoted.

F. No fees should be levied when the entertainments are for charitable purposes or when the police are deputed for the maintenance of law and order in connection with any public or quasi public function organized by the Mayor of the Corporations, Chairman of a Municipal Council in accordance with a resolution of such Council or Corporation provided that, the police required for the purpose can be made available from the local force.

G. Fees should be levied when policemen are deputed to attend avenue sales by auction, held by local bodies.

H. Police Officers on duty at entertainments should not accept any remuneration personally from the parties. A person desirous of remunerating the police in instances where no fees are prescribed or in excess of the sanctioned scale of fees should be requested to communicate with the Commissioner or the Chief of District Police or Unit Officers as the case may be.

I. The number of Police Officers to be deputed for the duty should be fixed by the Superintendent of Police, or the Deputy Commissioner of Police as the case may be, according to requirements and should be approved by the Zonal Inspector General/ DIGP or the Commissioner of Police.

j. If the arrangement is for a prolonged period or of constant recurrence. "Off duty" men alone should be employed for such purposes.

2. Fees for the services of additional police deputed for duty on the application of any private person or institution or authority shall be levied as follows:

A. When "Off-duty" men are deputed, the scale of fees as in sub-order (1)(a) above shall be charged, and the fees collected shall be paid in full to the men on duty.

B. When the police of the local establishment are deputed and are for that purpose diverted from other regular duties, fees on the same scale as laid down in the last clause shall be charged and credited to the Government.

C. When police strength in addition to the local establishment is deputed, fees on the same scale as in clause (a) above, with travelling allowance, of the police so drafted, shall be levied and credited to the Government.

3. When police in addition to the sanctioned establishment are deputed, the whole charges for such police, i.e., pay and allowances, training charges, clothing charges, contribution for leave salary and pension, travelling allowance and rent, shall be charged as shown below and credited to the Government.

   A. Pay and allowances: The gross sanctioned cost of the additional establishment.

   B. Clothing and supervision charges at 10 percent on the sanctioned pay of the additional establishment. The demand should be made in whole rupees; a rupee should be charged when the fraction is half or over half a rupee, and when the fraction is under half a rupee, it should be omitted.

   C. Contribution for leave salary at 11 per cent of the total sanctioned cost of the additional establishment, or in the case of time scales of pay, on the average cost of all the posts concerned.

4. Contribution for the pension shall be as given below:

Year of Service	Rates of monthly contribution expressed as percentage in the maximum monthly pay of the post in the officiating/ substantive grade, as the case may be, held by the officer at the time of proceeding on foreign service			
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
0-1 Year	7%	6%	5%	4%
1-2 Years	7%	6%	6%	4%
2-3 Years	8%	7%	6%	5%
3-4 Years	8%	7%	7%	5%
4-5 Years	9%	8%	7%	5%
5-6 Years	10%	8%	7%	6%
6-7 Years	10%	9%	8%	6%
7-8 Years	11%	9%	8%	6%
8-9 Years	11%	10%	9%	7%
9-10 Years	12%	10%	9%	7%

10-11 Years	12%	11%	10%	7%
11-12 Years	13%	11%	10%	8%
12-13 Years	14%	12%	10%	8%
13-14 Years	14%	12%	11%	8%
14-15 Years	15%	13%	11%	9%
15-16 Years	15%	13%	12%	9%
16-17 Years	16%	14%	12%	9%
17-18 Years	16%	14%	13%	10%
18-19 Years	17%	15%	13%	10%
19-20 Years	17%	15%	13%	10%
20-21 Years	18%	16%	14%	11%
21-22 Years	19%	16%	14%	11%
22-23 Years	19%	17%	15%	11%
23-24 Years	20%	17%	15%	12%
24-25 Years	20%	17%	16%	12%
25-26 Years	21%	18%	16%	12%
26-27 Years	21%	18%	16%	13%
27-28 Years	22%	19%	17%	13%
29-30 Years	23%	20%	18%	13%
Over 30 Years	23%	20%	18%	14%

Note: Services are classified in Groups on the basis of Pay Scales as follows.

Group – A. Rs.8400-16525 and above

Group – B. Rs.5980-12100 and above but below Group A

Group – C. Rs.3290-6550 and above but below Group B

Group – D. Below Rs.3290-6550

5. House rent shall be charged at the standard rent leviable under Fundamental Rule 45 when Government quarters are provided. When quarters are hired, the rent shall be the same as that actually paid by the Government for the quarters.

6. The calculation of contribution towards pay, leave and pension should be made on the basis of the scales of pay to which the Government servants deputed are respectively entitled. This calculation should be revised with every change of incumbent where necessary.

7. The cost of private guards must be paid monthly in advance.

8. Whenever services are rendered by the Police to private parties, Public Bodies or Government Departments involving recovery of the cost of the services such recoveries shall be closely watched by the maintenance of a "Register of Recoveries" in Form 40 Cols. (1) to (8) of this Register shall be filled in as soon as the services are rendered while Cols. (9) to (11) shall be filled immediately after the recoveries are effected. The entries in the register shall be attested by the Administrative Officer. Amounts should be realized promptly and also credited to Government without delay.

9. Inspecting Officers are expected to check the register during their inspections and report cases of non-recoveries, delayed recoveries and delayed remittances.

License and Renewal fees and user charges

283-1. The Government has issued orders permitting the various enforcement Departments to collect user charges from the concerned parties and deposit under the following Head of Account, **to utilize the amount to improve the services of their own Department.**

8443 - Civil Deposits

MH 800 - Other Deposits

SH (17) - Deposits collection of user charges of Home Dept.,

01 - Director General and Inspector General of Police.

G.O.Ms.No.156 Home (Pol-H) Dept., Dt.05-07-2001 of Govt of AP

2. The license and the renewal fee of certain establishments in state, to be charged by the Police department, shall be as given below. This fee collected by the Police department shall be utilized for the department itself for improvements on various items.

SI. No.	Nature of Licence	Existing License Fee	Existing Renewal Fee
	I - Lodges		
1	Category – I (5 Star)	Rs.15, 000/-	Rs.5, 000/-
2	Category – II (3 Star)	Rs.10, 000/-	Rs.3, 000/-
3	Category – III (Ordinary)	Rs. 5, 000/-	Rs.2, 000/-
	II - HOTELS		
1	Restaurants	Rs.5, 000/-	Rs.2, 000/-
2	Tea Stalls	Rs.1, 000/-	Rs. 200/-
	III - CYCLE STAND		
1	Vehicle Parking	Rs.1, 500/-	–
	IV – One box type loud speaker per day Rs. 100/-		
	V - Band Music and Dance in Hotels/Restaurants etc., per annum	Rs.5, 000/-	Rs.4, 000/-
	VI - Amusement License		
1	(Commercial) Exhibition, Cultural Programmes, Fashion Shows personality Contest etc.	Rs.2,000/- as application fee and Rs. 500/- per day	- - -
2	(Non-Commercial) Cultural Programmes	Rs.200/- as application fee and Rs.50/- per day	- - -
	VII – Blasting Permission		
1 2	Blasting Permission for (15) days (30) days	 Rs. 300/- Rs. 600/-	- - -
	VII – Premier Shows/ Benefits Shows	Rs. 1000/-	- - -
	IX-Permission for Film Shooting / T.V Shooting	Rs. 500/-	- - -

G.O.Ms.No. 152, dt.29-6-2001 of Home (Pol.H) Dept. of Govt. of AP

3. Further, the government has accorded permission to spend the amount collected towards user charges on the following items.

   A. Improvement of Traffic including Traffic education, structural changes, signboards, paints, traffic engineering studies, signals.

B. Minor Repairs.

C. To provide consumable items like computer stationery, fax electrical items, Publishing items video and camera items.

D. General Stationery and other office expenditure.

E. Consultation charges on experts in Police matters, for improvement of traffic, crime and other Police matters.

F. Expenditure for community policing Sadassus and other community utility purposes including anti-extremist campaign like drama, audio and video costs.

G. Training Programme on Public interface.

H. Recruitment process in the Police Department.

Note : This amount shall be withdrawn from the deposited amount of user charges, by way of bill in APTC Form 64 Repayment of Deposit i.e. 8443 – Civil Deposits – M.H. 800 – Other Deposits – S.H. 17 Deposits of Collection of user charges of Home Department – 001 DG & IGP.

Financial Powers delegated to the various level of Officers

284. Powers to be exercised by each authority as detailed in the Annexure to this order, subject to the following conditions: -

G.O.Ms. No.148, Fin.&Plg. (FW, Admn.I-TFR) Dept., dt. 21-10-2000 of Govt. of AP

A. The above delegation of financial powers is subject to availability of budget provision.

B. Where already higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.

C. Where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.

D. Eligibility of the expenditure will be determined as per the existing guidelines and orders in force.

ANNEXURE TO ORDER 284

SI. No.	Item of Expenditure	Ceiling Limits for Secretariat Depts./ Heads of Depts./ Dist. Collectors	Ceiling limits for Regional Officer	Ceiling limit for District (other than Collectors) Unit Officers
1.	Maintenance of Motor Vehicles:-			
	(a) Light Vehicles	Full Powers (subject to guidelines vide G.O. Ms.No. 333, G.A. (OP.II) Deptt, Dt.31-7-1997)	Rs. 20,000 per vehicle	Rs. 20,000 per vehicle
	(b) Heavy Vehicles	-do-	Rs. 40,000 per vehicle	Rs. 40,000 per vehicle
2	Purchase of Stationery	Full Powers	Full Powers	Full Powers
3	Purchase of Steel & Wooden Furniture			
	(a) Purchase of furniture	Full Powers	Rs. 50,000	Rs. 10,000
	(b) Repairs to furniture	Full Powers	Rs. 5,000	Rs. 5,000
4.	Rent for Office Building	Full Powers according to plinth area values and rent assessment by R&B Deptt. (Subject to following the instructions issued in G.O.Ms No.63, Fin (EXPR. PW), dt.18.04.2011	Full Powers according to plinth area values and rent assessment by R&B Dept. (Subject to the instructions issued in G.O.Ms No.63 , Fin (EXPR.PW), dt. 18.04.11	Full Powers according to plinth area values and rent assessment by R&B Dept. (Subject to the instructions issued in G.O.Ms No.63, Fin (EXPR.PW), dt.18.04.2011
5	Purchase of Bulbs & Lamps	Full Powers	Rs. 10,000	–

6	Light Refreshments	Rs.1,000/- at a time not exceeding Rs.7,500/- per month (G.O.Rt.No.1261, Home (Police Budget) Dept, dt.12/9/2003.	Rs. 200 /- p.m.	Rs. 200 /- p.m.
7	Repairs to Type writers	Full Powers	Full Powers	Full Powers
8	Condemnation of Vehicles	Full Powers subject to technical scrutiny by Public Works Deptt. or Area Transport Officer	Full Powers subject to technical scrutiny by Public Works Deptt. or Area Transport Officer	Full Powers subject to technical scrutiny by Public Works Deptt. or Area Transport Officer
9	Repairs to Duplicators	Full Powers	Full Powers	Full Powers
10	Organization of Sports and Games	Rs. 50,000	Rs. 10,000	Rs. 10,000
	Electrical Installations			
11	(a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound	Full Powers	Rs. 5,000	Rs. 5,000
	(b) Improvements, alterations and new installations to new buildings	Rs. 1,00,000	Rs. 50,000	Rs. 50,000

12	Printing Locally without referring to Govt. press	Full Powers	Full Powers	Full Powers
13	Visits of High Personnel	Rs.5,000/- on each occasion subject to a ceiling of Rs.50,000	No limit on occasion not exceeding Rs. 5,000 p.a.	No limit on occasion not exceeding Rs. 5,000 p.a.
14	Purchase of Non-Govt. publications relevant to Law and Administrative Management	Full Powers	Rs. 5,000	Rs. 5,000
15	Crockery, Cutlery & Utensils (initial Purchases)	Rs. 5,000	Rs. 1,000	Rs. 1,000
16	Printing and Binding	Full Powers	Full Powers	Full Powers
17	Purchase of wall clocks not exceeding one piece for each unit office at a cost not exceeding	Rs. 1,000	Rs. 500	Rs. 500
18	Purchase of Fans	Full Powers	Full Powers	Full Powers
19	Write off of various kinds (Revised in G.O.Ms.No.471 dt.3-9-2001)	Rs. 5 Lakhs	--	–
20	Air Coolers	Full Powers	--	–

21	Drawal of amounts on Abstract	Rs. 20,000 (G.O.Ms.No. 248, Fin (TFR) Dept, dt. 06.09.2012	--	–
22	Photographic Charges	--	--	Rs. 1,000
23	Freight Charges	Full Powers	Full Powers subject to eligibility	Full Powers subject to eligibility
24	Apparatus, instruments and Machinery	Full Powers	Full Powers	Full Powers
25	Purchase of Stores	Full Powers	--	--
26	Legal Costs	Full Powers	Full Powers	Full Powers
27	Expenditure on Exhibitions	Full Powers	--	–
28	Maintenance of Residential and non-residential buildings of prisons Department	Full Powers	--	–
29	Petrol, Oil, Lubricants	Full Powers	Full Powers	Full Powers
30	Maintenance of Computers	Full Powers (through APTS or original Manufacturer)	Full Powers (through APTS or original Manufacturer)	Full Powers (through APTS or original Manufacturer)
31	Maintenance of Xerox Machine	Full Powers	Full Powers	Full Powers
32	Maintenance of Fax Machine	Full Powers	Full Powers	Full Powers
33	Purchase of Computers / Fax Machine Stationery (Printer Ribbons, Heads Cartridges, Floppies, CDs and Tapes etc.)	Full Powers	Full Powers	Full Powers

34	Air Coolers Repairs	Full Powers	Full Powers	--
35	Supply of Uniform cloth to class IV Employees	Full Powers	Full Powers	Full Powers
36	Telephone for connectivity purposes	Full Powers	Full Powers	Full Powers
37	Internet Service Charges	Full Powers	Rs. 1,000	Rs. 1,000
38	Refreshments expenditure on visits of officials from other States	Full Powers	Rs. 1,000	Rs. 500
39	Purchase of Batteries	Full Powers	Full Powers	Full Powers
40	Pest Control Measures, Fire Alarm and Fire extinguisher maintenance	Full Powers	Full Powers	Full Powers
41	Electrical & Net working works relating to computer, Air Conditioner and UPS equipment	Full Powers	Full Powers	Full Powers
42	Courier Charges	Full Powers	Full Powers	Full Powers
43	Supply of Uniform cloth for Junior Forest Officers	Full Powers	--	–
44	Air Conditioners	Secretaries/HODs/Dist Collectors are eligible, Full powers. (Subject to availability of budget and duly following the procurement procedure in vogue, through APTS., and also eligibility will be determined as per the existing guidelines & orders in force vide G.O.Ms.No.178, Finance (TFR) Dept, dt.19/08/2011.)	--	–

45	Xerox Machines	Full Powers (Subject to availability of budget and duly following the procurement, through APTS., and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force vide G.O.Ms.No.178, Finance (TFR) Dept, dt.19/08/2011.)	--	–
46	Computers and its peripherals	Full Powers (Subject to availability of budget and duly following the procurement, through APTS with IT &C guidelines if any, and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force vide G.O. Ms.No.178, Finance (TFR) Dept, dt.19/08/2011.)	--	–
47	Water Coolers	Full Powers (Subject to availability of budget and duly following the procurement and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force vide G.O.Ms.No.178, Finance (TFR) Dept, dt.19/08/2011.)		

STATEMENT 1 (Chapter 13, PSO-245)
Items for which expenditure can be incurred from permanent advance initially

SI. No.	Item	Expenditure limited to	Delegation of Financial powers	Recoupment Form (APTC)	Head of Account
1	Recovery and conveyance and burial charges of (unknown) dead bodies	Rs.2000/- in each case or actual whichever is less	SP/CP G.O.Ms.No.548, G.A. (Ser-Wel.)Dept, dt.7-12-98	Form 57	500- other charges 503- other expenses
2	Investigation Charges 1. Battas to Witnesses 2. Feeding charges to witnesses (New item) 3. Cost of Photographic charges/ video graphic material/ materials for scene of crime and nursing 4. Hiring of vehicles 5. Telephone/Fax charges of PCOs	Rs.5000/-	Zonal IGP/CP/SP	Form 57	(Stationery / Investigation Charges only) 2055 – Police-M.H. 109 – District Police-S.H (05) Station House Officers -130/132 Other Office Expenses
3	Feeding charges to Police personnel upto SI/RSI	Rs.40/- for 12 hours and above Rs.20/- for less than 12 hours	CP/SP/Commdt.	Form 58	230-Diet Charges
4	Cost of establishing and outpost or police box, check post or barricades	Rs.10,000/- or actual cost whichever is less	CP/SSP/Commdt		271-Minor Works
5	Training equipment and material for the on-job training and In-service courses in District Training Centres (not including furniture)	Items approved by HOD	CP/SSP/Commdt.		211-M & S

STATEMENT 2
Chapter 13, Para 257-7
ANDHRA PRADESH LEAVE RULES, 1933, A.P. FUNDAMENTAL RULES AND SUBSIDIARY RULES

SI. No.	Category of leave	Eligibility	Maximum Accumulation	Maximum Availment	No. of days can be surrendered	Maximum surrender at the time of retirement death	Deduction during SOL/ Suspension/ Dies	Sanctioning Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Earned Leave	30 days (15 days on 1st Jan & 15 days on 1st July of every year	240 days (10/83)	120 days at time	15 days/year	240 days	1/10th subject max of 15 days for 6 months	As per A.P Leave Rules 1933 G.O.No. 387 dt. 5-11-97
2	Additional earned leave to police personnel up to the rank of Inspectors and below	15 days on 1st Jan and 15 days on July 1st of every year	The credit will be lapsed if the same is not availed during the year	—	If availment is denied by competent authority 15 days on 1st Jan 15 days on 1st July	—	-do-	G.O.Ms.No.187, Fin & Plg (F.W.F.R.I) Dept. dt. 29-6-1979
3	Half pay leave	20 days for each completed year of service	No limit	Vacation-HEL+HPL on private affairs should not exceed 180 days	--	--	--	Rule 13 of AP Leave Rules 1933

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4	Commuted leave (on Medical Certificate)	--	--	The limit of 180 days at a time is removed in case of availment of commuted leave in connection with EL Max 240 days in entire service can be availed	--	--	--	Rule 15 (B) of AP Leave Rules 1933
5	Leave not due (on Medical Certificate)	--	--	Not exceeding 180 days during the entire service and debited against the HPL to be earned in future	--	--	--	Rule 15 (C) of A.P Leave Rules
6	Extra-Ordinary leave	When no other leave is admissible or on the request in writing	--	5 years at time	--	--	--	As per A.P Fundamental Rules 85 Rule 16 (ii) of A.P. Leave Rules 1933
7	Special disability leave	Not exceeding 12 months (FR 83(1)(2)(3) a certificate from Medical Officer is sufficient for gazetted officers the period of leave granted shall be certified by Medical Board for NGOs Civil Surgeon has to certify	--	--	--	--	--	As per G.O.Ms.No. 232, Home (Pol.C) Dept.dt.22-8-98, the DGP can sanction up to 12 months subject to fulfilment of conditions. In other cases, they shall be referred to Govt. (FR 83)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8	Study Leave	Study leave should not ordinarily be granted to Govt. Servants of less than 5 years service to Govt Servants within 3 years of the date at which they the option of retiring or if they have the option of retiring after 20 years service within 3 years of date at which they will complete 2.5 years service	--	--	--	--	--	FR 84 of APFR and Srs.
9	Maternity Leave	120 days	--	For two living children only	--	--	--	FR 101(a) read with GO Ms No.283 Fin & Plg Dept dt.27-12-95
10	Hospital Leave (PCs & HCs only)	--	--	--	--	--	--	–
11	Detained in a hospital due to injury or disease contracted in the course of duty	Leave on full pay may be granted for 3 months in every 3 years service since detained in hospital	--	--	--	--	--	Subsidiary Rules under Rule 10 (b) of APFR.It is inadmissible where such treatment is necessitated by intemperance or irregular habits

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
13	Sanction of leave to employees suffering from TB/Cancer/ Mental illness/ leprosy/ hear diseases and renal failure	Payment of full pay to the extent of six months, in lieu of six months half pay leave	--	--	--	--	--	If he avails, from any of the diseases, half pay leave when he is not having EL at credit, up to a maximum period of 6 months should be debited in half pay leave account but be paid full pay G.O. Ms.No.380 Fin & Plg (FW FR.I) Dept, dt.6-9-76 and G.O. Ms.No.268, F & P (FW FR.I) Dept. dt.29-10-91

CHAPTER 14

Arms and Explosives - Duties of Police

Power and duties of Police under Indian Arms Act and Rules etc.

285-1. The Arms and Explosives pose a serious threat to public order, safety and security of the people. The advent and spread of terrorism, organized crime, serious offences due to political, caste and communal tensions, coupled with easy availability of illicit weapons and explosives, through smuggling and local manufacture have compounded the situation and hence the need for police vigilance on illicit arms and explosives. The Police have an important responsibility to enforce various laws and rules relating to Arms, Explosives, Petroleum products and Poisons. The licensing authorities have to exercise their powers of licensing and regulation to ensure that the use of Arms, ammunition, explosives is strictly for the purpose for which they are legally meant. The petroleum products and poisons pose a threat to public safety if they are not regulated in the manner prescribed in the relevant Acts and Rules.

The Arms Act, 1959 and the Arms Rules, 1962

2. The provisions of "The Arms Act 1959 and the Arms Rules, 1962" with all amendments as on date contain the law relating to the possession, manufacture, repairs, sale, transport and use of all types of fire arms, the offences connected therewith and the punishments. Besides enforcement and regulatory functions, the police are the principal authority, to investigate offences under this Act.

3. The duties cast on the Police and the licensing authorities are extremely important and can be neglected only at serious peril to the society. The SsP, DMs/CsP are therefore to ensure strict compliance with these instructions and guidelines.

4. The following are the powers and duties of all Police Officers under the Arms Act, 1959.

A. Demand, production of license from any person carrying Arms or ammunition and if he refuses or fails to produce the license or to show that he is authorized to carry arms and ammunition without license, require him to give his name and address and seize the arms and ammunition which he is carrying.

B. In case he is unable to produce the license readily and where the identity of the person is clearly known and he is not likely to abscond, he may be given sufficient time to produce the license.

C. If that person refuses to give his name and address, or gives false name and address and if it is suspected that he is intending to evade arrest, the Police Officer may arrest him without warrant. (Section 19)

D. When there is a reasonable suspicion that the weapons carried are for an unlawful purpose the weapons can be seized, persons carrying or conveying them may be arrested without a warrant even though the weapons are licensed (Section 20).

E. Searches in houses or premises shall be made by the magistrate and in their presence only or in the presence of an officer empowered by the Central Government (Section 22).

F. Search of any vehicle or vessel can be carried out by any Police Officer on suspicion that they are carrying arms and ammunition in contravention of the provisions of the Arms Act/Rules and seize the weapons and vehicles (Section 23).

G. The Central Government has powers to notify an area as disturbed area and order the deposit of arms and ammunition within a specified period and prohibit the possession, transport and carrying of such weapons and ammunition. A Police Officer of such rank as authorised by the State Government can search and seize the arms and ammunition for any contravention of the notification (Sections 24-A and 24-B).

H. Search, seize and intercept weapons and ammunition manufactured, imported or being transported in contravention of this Act, and arrest and prosecute the offender.

5. Section 36 lays down that all persons are bound to give information relating to offences under the Act, which comes to their knowledge.

6. All offences are cognizable under Section 38 of the Act.

7. Previous sanction of the District Magistrate is necessary under Section 39 of the Act for prosecution of offenders against any person for any offence under section 3 of the Act. Post facto sanction is not valid under law.

Exempted Officers

8. Licenses are not required for the carrying or possession of arms in the following cases (Section 45 of the Act).

A. Arms owned and possessed by officers of the Government as part of their equipment.

B. Arms supplied by the Government to Officers of the Police Department to be carried or possessed by them in the execution of their duty.

Exempted Categories

9. Section 41 of the Arms Act empowers the Central Government in public interest, by notification to exempt any person or class of persons from the provisions of the Arms Act. The Central Government in exercise of this power has issued notifications from time to time exempting certain persons or class of persons in respect of Arms and ammunition of certain category and description.

Unauthorised Purchase of Firearms etc. - Prohibited

286-1. No one shall purchase any firearm or any other arm requiring licence or ammunition from any unlicensed persons. Section 5 prohibits transfer to any private person for personal use who does not possess licence. Licensed dealers also shall not sell to unauthorised persons. Contravention of these provisions attracts punishment under section 29.

2. Under section 29 of the Arms Act, licensed dealers in arms and ammunition are bound to ascertain that the persons to whom they sell arms and ammunition, are legally authorised to possess them. Any tendency on the part of dealers to circumvent this stipulation should be checked and dealt with by the police by constant and strict supervision over the trade in arms and ammunition. The police should regularly inspect the registers maintained by licensed dealers, in order to ensure that arms and ammunition are not sold to persons other than those legally authorized to possess them. In doubtful cases of sales to persons said to possess licences an immediate check with the registers maintained in the police stations will show whether the purchasers are bonafide licensees or not.

Grant and renewal of Licences

Govt. Memo. No. 2510/ Genl. B/89-7 Home Genl. B Dept., dt. 7.6.90 of Govt of AP
SR No 404 E, dated 28.3.90 of MHA, Govt of India

287-1A. The District Magistrate is the licensing authority for the State except for prohibited arms and prohibited ammunition; (Sec. 13). As per Arms

Act (Amendment) 2010 without Police verification report, no licence be granted by the licensing authority. Police is mandated to verify and submit verification report within 60 days. Proviso to Sec 13 (2A) has been deleted.

B. The State Government can grant the licences for all India or any part thereof.

C. The Renewing Authority in all cases is the District Magistrate except for prohibited arms and prohibited ammunition.

2. Application for all India licences should be forwarded by the District Magistrate to the State Government along with his recommendations.

3. All India licences are to be granted in very rare cases. However, consideration could be given to the following categories:

A. Ministers and Members of Parliament;

B. Serving officers of Defence Services, Police and para-military organizations and officers of Government having liability to serve anywhere in India; and

C. Members of recognized Rifle Clubs and Rifle Associations for bonafide sports and games.

4. When licence comes for renewal, the District Magistrate may restrict the validity of the licence to the jurisdiction of the district and for the reasons to be recorded.

5. In the absence of any arms dealers in a particular district and area or where a particular item of arms or ammunition which the licencee is authorised to possess is not available with local dealers, a licence holder can purchase the licenced weapon from outside the district/ area for which the licence is not valid by obtaining a carry permit in Form VII.

Govt. Memo. No. 2830/Genl. B/89-1 Home (Genl. B) Dept., dt. 15.12.1989 of Govt. of AP

6. Under the provisions of item 5 & 6 of Schedule II of rule 4 of Arms Rules 1962, the District Magistrate and SDM specially empowered by the State Government are the authorities to grant permit in Form VII for carrying weapons beyond the jurisdiction of the licence under Rule 4.

7. In case of transfer of weapons to the legal heirs of the deceased licencees or where licencees would like to gift the weapons to others, licences may be restricted to the district only. In case of prohibited bore/semi-automatic weapons, proposals are to be sent to the Central Government.

8. The renewal of arms licences can be done by the District Magistrate even if they are granted by State Government or Government of India except the prohibited or automatic or semi-automatic weapons for which the State Government alone has power for renewal of licences. The renewal fee shall be charged as per the rates decided by the government.

Issue of Licence

Govt. Memo. No. 629/Genl. B/89-1, dt. 24.4.89 of Home (Genl. B) Dept. of Govt. of AP

288-1. The licencing authority and the renewing authority for each category of weapon is provided in schedule II under rule 4 of the Arms rules 1962. All the applications received for weapon licences to be issued by the Collector up to 20th of each month will be forwarded immediately to the Superintendent of Police and the Revenue Divisional Officer for a preliminary scrutiny. All such applications should be screened by a committee comprising the following officers:

Collector & District Magistrate or in his absence Joint Collector	-	Chairman
Superintendent of Police or in his absence Addl. Superintendent of Police	-	Vice-Chairman
Revenue Divisional Officer (concerned)	-	Member
Deputy Superintendent of Police (concerned)	-	Member

2. The screening Committee should meet before 10th of every month considers each application in all its angles and takes a decision immediately. The proceedings of the meeting should be recorded and licences issued immediately thereafter in all the cases where the decision is unanimous. Where a decision could not be taken in the meeting and there is difference of opinion, all such applications be considered at the next meeting in order to give more time for the local officers, to further verify the antecedents of the applicant and final decision taken either to reject or to issue the licence. No decision may be taken without considering the report on antecedents and suitability from the SDPO and RDO.

3. The following screening Committee shall deal with the applications for weapon licences in the cities of Visakhapatnam and Vijayawada.

Commissioner of Police…….	Chairman
Deputy Commissioner (Special Branch)……	Member
Deputy Commissioner of Police (L&O) (concerned)…	Member
Asst. Commissioner of Police (L&O) (concerned)……	Member

Govt. Memo No. 629/Genl.B/ 89-3 Home (Genl.B) Dept., dt. 12.9.89 of Govt. of AP.

4. The following screening Committee shall deal with the applications for weapons licences in Vijayawada and Visakhapatnam Metropolitan areas:

Commissioner of Police …….	Chairman
Deputy Commissioner of Police ……..	Member
R D O (concerned) …….	Member
Asst. Commissioner of Police (L&O) concerned.	Member

5. Before the consideration of an application for a grant of licence a thorough verification of the purpose and antecedents of the applicants should be made by the SHO of the area. The Committee should consider the report of the SHO submitted through the SDPO before grant or renewal of licence. The reports are submitted in form 41. While recommending the grant of a license, the SHO will thoroughly verify the antecedents of the applicant with specific reference to Police records as also by field enquiries to ascertain his involvement directly or indirectly in political, communal, caste or other factions, in any crime and whether there is genuine need for a weapon for him. The officer should give facts and information rather than bald opinions.

6. The officer in charge of police station when asked to verify the antecedents of an applicant for an arms licence should submit his report within the prescribed period. Otherwise as per the provisions of section 13 of Arms Act, the licensing authority may make an order in the application on its own merits after the expiry of the prescribed period without waiting for the report from the SHO. It is binding on the SHO to submit his report within the prescribed time.

7. Applications for renewal of licences are submitted to the licencing authority during the last quarter of the year. 30 days are allowed after the expiry of a licence for the licensee to get his licence renewed.

8. All Unit Officers shall issue instructions to the SHO to report promptly any information, which may indicate that the renewal of any licence is undesirable. Before the end of September each year, the Unit Officers will furnish the District Magistrate or CP confidentially any information, which would render the renewal of any existing license undesirable.

9. By virtue of section 17 of the Act, any licence may be cancelled or suspended by the authority, which granted the licence, if in the interests of security and public peace, it is felt that a licence should be cancelled or suspended. A report giving reasons should be sent to the licensing authority requesting the cancellation or suspension of the licence, as may be necessary in the circumstances of the case.

10. When a District Magistrate (DM) / Commissioner of Police (CP) grants, cancels or refuses to renew a licence, he will intimate the fact to the SHO of Area Police concerned. The SHO should, on receipt of the intimation, report promptly to the DM through proper channel the action taken in this regard.

11. Licences will be issued in a printed book form with a photograph of the licencee in the prescribed form in Telugu/English. If the DM grants, renews, or declines to renew license, he should send the license, as the case may be, either -

    A. through post, service paid, the nature of the contents being clearly noted on the cover in Telugu or Urdu or English e.g., "License for the possession of a gun"; or

    B. through the Tahasildar cum Executive Magistrate or

    C. through the officer in-charge of the nearest police station

12. If the District Magistrate (DM) on an application for a new licence, refuses to grant the licence, the order of refusal should be forwarded to the applicant through the Tahasildar for information. If the licence or order sent by post is returned undelivered by postal authorities, it should be sent to the addressee through the local Tahasildar or the officer in-charge of the nearest police station.

Appeals

13. Appeals against the orders of a licensing authority or other authorities are as specified in Rule 5 of Indian Arms Rules, 1962. The Appellate Authority against the orders of the District Magistrate as well as Commissioner of Police is the Government. The Rule does not provide for appeal against orders of the Government. In such circumstances the persons aggrieved can only invoke the writ jurisdiction of the High Court wherever applicable. Appeal should be preferred within a period

computed in accordance with the provisions of the Limitation Act (Act 36 of 1963).

Retainers

289-1- A. Agent, employees or relatives are only permitted as retainers (Rule 13).

B. Licence holders for the purpose of sport, protection or display only are permitted to have retainers.

C. When a retainer to be an employee, the licence holder shall apply to the licencing authority to delete his name. Where a person is employed afresh he can carry only when his name is permitted by the licensing authority afresh.

D. In the case of a company employing a person entrusted with the weapons to guard the premises, his name should be entered in the appropriate column of the licence.

Registration of Retainers

2- A. Rule 13 of the Rules read with section 3 of the Act deal with the procedure for allowing retainers.

B. Retainer's name and other particulars should be entered in column 6 of the owner's licence in form 3 and a permit in the prescribed form given by the Licencing Authority.

C. Retainers should be permitted only to those persons whose standing or circumstances are such that they may reasonably require retainers or attendants to carry weapons in the ordinary course of duty.

D. All applications for the inclusion of retainers in Form III (A) and VII must be dealt with by the DM/CP personally. Licence in Form III(A) is necessary for the retainers of those who are exempted from licencing requirements by virtue of section 41 of the Act.

E. A licence in Form 3-B is necessary for retainers to Companies.

F. No change shall be made in the names of retainers entered in a license, except under the signature of the DM or CP who granted the license, or the authorised subordinates or his successors in office.

G. Licencing authority should cause enquiries to be made about antecedents of the retainer and take such reports into consideration before admitting the person as a retainer.

Quantity of Ammunition Purchase

290. The following maxima have been prescribed by the Government for the quantity of ammunition that may be purchased in a calendar year and the quantity that may be possessed at any one time by holders of licenses in Forms III, IV and V.

Kind of Fire arm for which Ammunition is to be used	**Maximum purchasable in a calendar year**	**Maximum that may be possessed at any time.**
(1)	(2)	(3)
Muzzle-loading guns	5 lbs. Gun powder 400 percussion caps	1 lb.Gun powder 100 percussion caps
Breech-loading guns	100 cartridges	50 cartridges
Rifles	50 cartridges	25 cartridges
Revolvers & Pistols	50 cartridges	25 cartridges
Miniature Rifle.22 bore	250 rim-fire cartridges	100 rim-fire cartridges
Air guns and air rifles	2 boxes of 500 pellets each	1 boxes of 500 pellets each

Arms Licence Registers – Rules for maintenance

291-1. Station House Officers will maintain in Form 42-A decennial registers of licenses issued to persons residing in their jurisdiction under the Arms Act in Form III, III-A, IV and permit in Form III-B as prescribed in the rules under Arms Act. In the second fortnight of February and August every year, each SHO should personally take the Station register to the Tahasildar Office and get it up-dated and obtain the signature of the Tahasildar or the concerned assistant in the Station Register.

2. An abstract in Form 42-B indicating each category of weapons should be prepared and noted in the last few pages of the Register. Another abstract for each fresh year for the total number of weapons in each category shall also be prepared similarly. All changes due to grant or cancellation or refusal to renew should be reflected by placing a (+) or (-) sign to indicate grant of renewal and cancellation or refusal respectively.

3. The Licensing Authority should send at the end of every month to the Tahasildar or SHO in forms 50-C and 50-D lists of licenses granted or renewed and cancelled or renewal refused respectively. On receipt of these lists necessary action should be initiated by the SHO to ensure that no licensee is allowed to keep the weapon unauthorisedly and also take such other legal action where warranted.

4. The DM will forward to the Superintendent of Police (in Form 50-E appended) not later than the 15th of January of each year, lists of licensees who have not applied for renewal before the 1st January and calling for a report on the reasons of the omission on the part of licensees and whether the weapons have been deposited and whether prosecution if any has been launched. The SP should report by 15th March giving necessary details and his recommendations in each case.

5. The Mandal Registers which are submitted to the DM's office should be compared thoroughly in all respects with those maintained in this DM's office tallying the abstracts and other figures and entries in the Registers. The SsP should report before 1st February on the status of maintenance of the Registers by the SHOs. The District Magistrate should include in his Annual Report brief remarks regarding the maintenance of these Registers throughout the district.

6. Registers for licenses in Forms IV and V i.e., for destruction of wild beasts and crop protection, may be maintained respectively in Forms 50-A-2 and 50-A-3 by those mentioned in sub-order (1) above. The forms will not be standardized and may be altered to suit local requirements. If in districts where licenses in these forms are few, they may enter them in the existing register 50-A or in register A-3 referred to.

Note: Forms 50-A, 50-A-1, 50-A-2, 50-A-3, 50-B, 50-C, 50-D, and 50-E prescribed in this Order are given separately in Volume II.

Register of Firearms which form part of equipment of Officers

292-1. A register under Arms Act (Form 43) will be maintained in each District Police Office and in the offices of the Commissioner of Police, IGP Railways, Zonal IG/DIGP, Director, APPA, Principals of the Police Training Colleges, Commandants, APSP and SAR CPL, SP Transport and SP Communications in respect of all revolvers, pistols and ammunition in the possession of gazetted and non-gazetted officers of the department, possessed by them in the course of their duty.

Production of Pistols or Revolvers possessed by officers

2. The officers concerned should produce the firearms once a year, preferably in December, before the nearest DCP or RDO as the case may be.

3. In order that a proper description may be available in case of loss, the general description and district number of each fire arm in the sub-Division shall be recorded on the fly leaf of the Sub-Divisional Police Officers register of Government property. Entries should be made in the following manner.

"The rifles at Kadapa station are rifles, .303 bore, number 20 to 35 Inspector's revolver is Enfield Mark II, No. …." as the case may be.

4. Reference to the Arsenal number or the manufacturer's number stamped on all fire arms supplied by the Government should be given in the following registers in which they are accounted for.

   A. List of Government property in stations

   B. SDPOs register of government property; and

   C. Distribution list of Government property

Inspection of Shops and premises licensed under Arms Act

293-1. Every shop and premises licensed to sell, stock, repair, convert, transfer and for keeping safe custody of arms and ammunition (i.e. in Forms IX, X, XI, XII, XIII and XIV in Schedule (II) of Rule 4 of the Indian Arms Rules) should be inspected once every year by the Sub-Divisional Police Officer, in whose jurisdiction such shop is situated. These inspections are intended to ensure (1) whether the place in which arms and ammunition are kept, is reasonably safe, (2) examine the stock and accounts of receipts and sales of arms, ammunition and (3) examine whether all the conditions in the license are complied with. The SHO is required to inspect once a quarter the books, shops, premises and stocks of the above categories to ensure compliance of conditions of the licence.

2. A report on the findings of each inspection should be forwarded to the District Magistrate in Form 44, through SP. He may discreetly verify the antecedents of the purchasers and satisfy himself that the weapons and ammunition are sold to genuine licensees. He should particularly guard against fictitious entries of sale of arms or ammunition in the name of licensees (benami sales). A random check with licensees will reveal if the ammunition recorded as sold has been actually purchased by them. The overall sale of ammunition in a year should be considered and if the quantities arouse suspicion he should verify all transactions. Any malpractice should be met with prosecution, besides recommendation for cancellation of the relevant license. The purpose of inspection and enquiries is to eliminate any malpractice in the sale of arms and ammunition. If the annual inspection is thorough and information available is immediately crosschecked, there would be least possibility of the arms and ammunition finding their way to undesirable persons. The inspections however, should not be used as a pretext for harassing the genuine traders.

3. The SP should report the results of the inspection of all licensed arms by subordinate police officers to the concerned DM, who will take such steps, as are fit and proper in respect of the irregularities brought to his notice.

FORM – 44 **Order No.293-2**

REPORT ON INSPECTION OF STOCK, PREMISES AND BOOKS OF PERSONS LICENSED TO MANUFACTURE, CONVERT, KEEP OR SELL ARMS, AMMUNITION AND STORES, BY INSPECTORS AND GAZETTED OFFICERS OF THE POLICE DEPARTMENT.

Name, Father's Name and Residence of Licensee and Date of Inspection.	Place of Business.	Number and Date of License and the form in which it is granted.	Description of Arms, Ammunition or Explosives	Quantity Licensed to be Possessed at One Time	Quantity Licensed to be Possessed for the Whole Year	Balance on hand on 1st January in the Shop and the Magazine.	Manufactured or received from 1st January to Date of Inspection.	Sold from 1st January to Date of Inspection.	Balance on hand on Date of Inspection in the Shop and the Magazine.	Whether Accounts Number 1, 2 and 4 are properly Kept.	Remarks noting whether quantity in excess or License was ever maintained, and whether they are in a safe Room
VII. Sulphur Shots …..…... Caps. European Gun Powder Country Gun Powder Blasting Powder Fire Works.											

Station Signature.

Dated Designation

Inspection of licensed arms

4-A. All licensed arms other than revolvers and pistols have to be inspected at the licensees' residences, preferably by surprise, by SHOs twice annually, once in the first quarter and again in the third quarter. In case of Police Stations having more than 300 gun licenses, half of the muzzle loading gun licenses can be checked by OP or Beat area Head Constable or ASI, while the other half by the SHO in each half year. It should be ensured that the same licenses for muzzle loading guns are not checked by the Head Constable in two successive half years. The fact of inspections should be noted in the relevant column in the Arms Register. The result of inspections should be reported to the SP who should send a consolidated report to the DM.

B. All licensed revolvers and pistols have to be inspected personally in the first quarter of each year by the SHO at the licensees' residences. The fact of inspections having been made should be noted in the relevant columns in the Arms Register and report to the SP who in turn should report to DM. The latter will take necessary steps in respect of any irregularities brought to notice.

C. The SDPO should at random check a few arms during his inspection or visits and satisfy himself that checks by the SHO are being carried out for the purpose for which they are intended.

D. Any Station House Officer, who receives a report of the loss of any firearm, should communicate the particulars of the case, through the proper channel, to the District Magistrate of the district in which the licensee, who lost the firearm resides.

Deposit of Arms

294-1. On the cancellation or expiry of licenses or unlawfully owned or otherwise, all arms must be immediately deposited in the nearest police station or with a licensed dealer. The arms so deposited at a police station would be recorded in the "Register of Arms Deposited" in Form 45. An accurate description of each weapon, with the maker's name and number, if given and actual measurements, and whether it is country made gun etc., should be entered in column 3. The SHO is responsible for the safeguard of all arms deposited in the station. The arms should be kept under lock and key. (Sec. 21)

2. Arms deposited in stations shall, if not returned or otherwise disposed of within one month from the date of their deposit be sent to and lodged in the District Police armoury. The SHO will send such arms with an extract from the "Register of Arms Deposited" in Form 46 (which is in duplicate with a trefoil for the station record). This form

will be made out by carbon process. One copy will be retained in the District Police armoury and the other returned to the SHO as an acknowledgement. This acknowledgement should be pasted with the corresponding trefoil in the station and the number allotted for each weapon in the District Police armoury should be noted against the respective entry in the "Register of Arms Deposited", column 3 of Form 46 in the station.

3. Arms received in the DP armoury have to be forfeited to Government after the expiry of the period allowed as detailed in sub-rule (4) of rule 46 of the Arms Rules, 1962. Such arms shall be recorded in the "Register of Arms Deposited", maintained by the Reserve Inspector in charge of the armoury. An extract from this register shall be sent every month in Form 47 (which is in duplicate with a trefoil for the District Police Office record) to the District Magistrate for orders declaring the arms forfeited to the Government. The District Magistrate will return the duplicate of the extract with his orders, and on its receipt, the arms shall be sent to the District Magistrate's office accompanied by the said duplicate of the extract. An acknowledgement shall be obtained on the extract for the arms so delivered either from the District Magistrate or an authorized officer in the District Magistrate's office.

G.O. Ms. No. 922, Home (Pol.D), dated 4-6-1964.

4. Inspecting officers should, during the inspection of police stations and DP armoury, check all arms physically vis-à-vis "Register of Arms Deposited" and ensure that an accurate description of every arm is entered in the register. They should report having done so in the inspection report.

5. Where any arms or ammunition are deposited by the owner under Section 21(1) of the Arms Act in a Police Station, the SHO shall immediately send a copy of the receipt issued to the depositor to the authority who granted the license or renewed it last (Rule 46(2)(c) of the Arms Rules, 1962). The transfer of any arm or ammunition deposited in a Police Station to the District Police Armoury should also be intimated to the licensing authority and also to the depositor by the SHO (Rule 46(3)(b) of Arms Rules 1962).

Maintenance of Firearms deposited in P.S – Levy of Charges

295-1. The Government have ordered that a fee of Rs.100/- per fire-arm for all fire-arms except M.L. guns and a fee of Rs.20/- for M.L. guns should be levied for one year or less for maintenance of fire-arms deposited in the Police Stations in any of the following cases.

A. When a licensee goes on leave or on duty out of India

B. makes a long tour on pilgrimage

C. is sick and cannot use his weapon

D. dies

E. goes in for a new weapon

F. goes out of the jurisdiction of the area for which the licence is granted.

G. In the event of the loss of a license until a fresh one is obtained

H. When there are internal differences in the licensee's family and the arms are deposited voluntarily.

I. When the weapon becomes unserviceable; and

J. When the licensee has no further need for a weapon.

2. Weapons deposited under sub-order (1) above shall be sent to the district armoury, if they are not likely to be taken back by the licensees within three months. The fees prescribed in sub-order (1) above will also apply for the period of deposit in the district armoury as well as for the period of deposit at the police station.

3. The fee should be collected at the time the weapon is deposited and it should be credited to head "XII Police-Collection of payment for services rendered".

4. No fee should be levied on firearms deposited by serving members of the Armed Forces.

Disposal of Confiscated arms and ammunition – Rules thereof

296-1. The following rules have been issued by the Government for the disposal of confiscated arms and ammunition.

G.O.Ms.No. 4738, Home, 23-12-1947 and G.O. Ms. 2206 Home,6-6-1952.

A. Arms ammunition and stores which can be utilized by the police or any other Government department may be retained and brought into use with the sanction of the State Government. Pistols, revolvers, rifles and muskets of the prohibited bores which may thus be acquired may be loaned to Government employees who are authorized to keep them as part of their equipment or who by the nature of their duties require a weapon for their protection. These should not, however, be allowed to become the property of the persons to whom they are issued.

G.O. No. 4099, Home, dated 14-11-1951.

B. Commissioner of Police for the Cities and the District Magistrates for the district have been delegated the power reserved to the State Government.

2. Arms, ammunition and stores not so retained shall be disposed of in the following manner:

A. All revolvers, pistols, rifles and ammunition of prohibited bore shall be sent to the nearest arsenal for disposal.

B. Arms, ammunition and stores other than those mentioned in (a) above should be sold by public auction in the manner prescribed in Order 297.

C. Arms not sold by auction shall be broken up locally and the materials sold, unless they are rifled firearms or rifle barrels, in which case they should be sent to the nearest arsenal to be broken up. Ammunition and stores not disposed of in accordance with (2) shall be destroyed, or may be sent to the nearest arsenal for disposal.

3. An acknowledgement of the receipt of arms and ammunition sent to arsenal according to Sub-Order (2) should be obtained from the officer in-charge of the arsenal concerned. A certificate that the said arms and ammunition have been either destroyed or taken into ordinance stock should also be obtained from him in due course.

Confiscated firearms and ammunition - sale by public auction

297-1. Before the weapons (Non-prohibited bore) are sold in auction a committee should be formed for fixing the minimum upset price of each available weapon. The committee in Districts will consist of SP/Addl. SP incharge of District Reserve Police, the Hqrs. RDO and DSP and Reserve Inspector Hqrs. Company of the reserve police. The committees in Commissionerate cities will consist of DCP incharge of reserve police, the RDO, the ACP and RI incharge of Hqrs. Company in the city reserve. The committee should meet once in 6 months for the purpose of fixing the upset price for each weapon taking into consideration its general condition, the prevailing market price of a new weapon of the same make; and its age.

2. Before fixing the price, it should obtain an estimate from an arms dealer; if there is one in the district or from outside, and that estimate will be the guiding factor. The prevailing market value of a new weapon of the same make and design should be taken as the starting point. Yearly depreciation should be allowed at 10 per cent for the first two years, 5 per cent for the next five years and 2 ½ percent for the next 14 years. If the age of the weapon is not known, depreciation

should be allowed for the probable period for which the weapon might have been used. The costs of repairs, if any that will have to be carried out to the weapon should also be deducted from the price so arrived at.

3. The public auction will be held by the SP in each district and by the Deputy Commissioner, designated by CP. Commissionerates of Vijayawada and Visakhapatnam (after due notice in the local media). If a weapon does not fetch at least the upset price fixed by the Committee, the matter should be reported to the Director General of Police, who will either divert it to some other district where there may be a demand for the weapon, or issue other suitable instructions for its disposal.

4. Government officers may also bid at the auction either in person or through their agents. If a weapon is bought either by the DM, the SP or any one connected with the estimating committee, it should be handed over to the successful bidder only after obtaining the sanction of the Chief Secretary to the Government, or the Director General of Police as the case may be.

5. The procedure prescribed above for the sale of confiscated arms by public auction should also be followed in regard to the sale by public auction of confiscated and forfeited ammunition.

Arrests and Searches under Arms Act

298. Police Officers are empowered to search vessels, Vehicles and other means of conveyance for the purpose ascertaining whether any contravention of the provisions of arms Act or Rules made there under is likely to be committed and seize any arms and ammunition that may be found along with such vessel, vehicles or means of conveyance. (Sec. 23)

1. All arrests and searches made under the Arms Act or Rules made there under shall be carried out in accordance with the provisions of criminal procedure code relating to the arrests and searches read with section 22 of Arms Act. (Sec. 37)

2. When any person is arrested and any arms or ammunition seized under the Arms Act by a person not being a Magistrate or a Police Officer when delivered to a Police Officer by such person, that Police Officer may either release that person on his executing a bond with or without sureties to appear before a Magistrate and keep the articles seized in his custody till the appearance of that person before the Magistrate

or if the person so produced fails to furnish the bond with surities if necessary, produce that person and the articles without delay before the magistrate.

3. For carrying out search in a private/closed place such as a home or premises of an individual who is suspected to have been in possession of any Arms, Ammunition, Police Officers should assist the magistrate of the area in which the home/premises is located.

Explosives, Petroleum and Poisons

299-1A PESO : Petroleum and Explosives Safety Organization (PESO) with its Headquarter at Nagpur, Maharashtra with a network of 5 circle officers, 18 Sub-circle officers and Central Testing station is mandated for (a) safety in manufacture, (b) storage, (c) transport, (d) handling explosives, (e) compressed gases and other hazardous substances. PESO administers (a) Explosives Act 1884, Petroleum Act 1884, Petroleum Act 1934, Inflammable substances Act 1952 and rules framed under viz. Explosive Rules 2008, Gas cylinder Rules 2004, Static & Mobile pressure vessels (unfired) Rules 1981, Petroleum Rules 2002, Calcium carbide Rules 1987, cinemato graphic films Rules 1948. Address: Chief Controller of PESO, Nagpur, Maharashtra, 44006, India, Ph: 0712-2510248. The Explosives Act, 1884, the Explosives Rules, 1983, the Gas Cylinders Rules, 1981, the Static and Mobile Pressure Vessels (unfired) Rules 1981, the Explosive Substances Act, 1908 contain the law relating to manufacture, possession, use, sale, transport, import and export of explosives. The explosives have been defined as any material which is capable of explosion by chemical reaction. The explosive substance is defined to include any materials for making any explosive substance, any machine, apparatus, implements, material, used for causing explosion by chemical reaction. The violations of this Act carry severe punishments including life imprisonment.

B. Deputy Chief Controller, PESO, 1st Floor, Kendriya Sadan, Koti, Hyderabad 500095 is the licensing authority for certain quantity of explosives.

2. In order to check misuse of explosive substances, the following steps need to be taken by the police.

A. The explosive stocks issued, stored and utilized by various organizations like mines, major projects etc. should be checked for misuse or lack of care or proper account. Help of experts should be taken to assess whether the quantities are far in excess

of the requirements or not or the licensee may, by submitting false returns may procure additional quantities.

B. Section 13 of the Explosives Act, 1884, confers powers on a Police Officer of and above the rank of a Sub-Inspector of Police to arrest without a warrant any person(s) committing dangerous offences falling under the purview of this Act.

C. The sources from which explosives are procured by undesirable elements need a good information system for the police to act upon. It is not enough if routine inspections are conducted without plugging the clandestine sources of supply.

3. The Petroleum Act, 1934 and Petroleum Rules, 1976 the rules there under provide for storage, transport etc. to ensure safety of the public. Rules are made regulating the sale, storage and use of the petroleum products explosives etc. The premises where petroleum is stored should be safe from the point of accidents.

Rule 198-A of Petroleum Rules: Powers to enter, inspect, search and seize:

1. Any officer, specified in column (1) of the Table below, may within the jurisdiction specified in corresponding entry in column (2) of the said Table –

(a) enter, inspect and search any place where he has reason to believe that any petroleum is being imported, transported, stored, refined or blended or is under transport and inspect all receptacles, plants and appliances used in connection therewith in order to ascertain if they are in accordance with the provisions of the Act and of these rules ;

(b) Search for petroleum therein;

(c) Take samples for testing of ally petroleum found therein and make payment by cash for values of samples taken ; and

(d) Seize, detain and remove any petroleum or any material suspected to be petroleum or any equipment or appliances used there in together with connected documents thereof in respect of which lie has reasons to believe that any of the provisions of the Act or of these rules have been contravened.

Designation of the Officer	Limit of Jurisdiction
Chief Controller and Controller of Explosives	Whole of India
All District Magistrates	Their respective districts
All Magistrates subordinate to District Magistrates	Their respective jurisdiction
Police officer not below the rank of an Inspector	The area over which their authority extends

4. SDPOs should inspect once a quarter all licensed places where petroleum is transported or stored and all receptacles, plants and appliances used in connection with petroleum with a view to see that the provisions of the Petroleum Act and the rules made there under are not contravened. In addition, surprise inspections should be undertaken by them as often as possible in order to ensure that the conditions mentioned in the license are generally observed. The result of such quarterly and surprise inspections should be reported to the DM through the Superintendent of Police.

5. The Poisons Act, 1919 and the rules there under regulate storage, use, sale, import and export of poisons. The shops, which sell fertilizers and pesticides, are an easy source of supply of deadly poisons that results in several suicides or deaths. There is also the problem of adulteration of fertilizers or pesticides and its consequences. While the regulatory authorities are responsible for the implementation of the rules, the police have the duty to ensure that the conditions and licenses are being complied with and any contravention is punishable u/s 6 of the Act. The State Government has framed Rules under section 2 of the Poisons Act and the violation of the Rules is punishable under section 6 of the Act. The CsP Vijayawada and Visakhapatnam and District Magistrates/Sub Division Magistrates are empowered to give search warrants when they notice that any poison is possessed or sold in contravention of the Act/Rules or any poison is liable to confiscation under this Act/Rules (u/s 7 of Poison Act).

6. **Police powers of Inspection, Search, Seizure etc.**

Rule 179 of the Explosives Rules, 1983 confers on police officers of and above the rank of Sub-Inspector certain powers of inspection, search and seizure of any explosive or ingredients, when the Police Officers has reason to believe that any of the provisions of the

Explosives Act, 1884 or the rules made there under have been violated. These officers should exercise these powers effectively in connection with licenses issued under the Rules by the PESO (Petroleum & Explosives Safety Organisation). Periodical inspections by the police, at least once a half year by SHOs and once a year by Sub-Divisional Police Officer, are obligatory to verify whether conditions of licence issued under Form 20, 21, 22 and 24 in schedule IV under Rule 155 of Explosive Rules are being observed by the licence holder of the shops and premises or not. Many times the licensed dealer holds quantities in excess of the permissible limits. Quite often extremists and illegal miners obtain from the licensee in some other license holders names.

7. Shops and premises licensed for a period not exceeding four months should be inspected only by the SHOs once during the currency of the licence. Stocks permissible, stocks available, stocks sold to whom, whether such persons have a license, if so quantities authorised to sell/transport etc., should be checked by the SHOs to plug leakage of explosives to smugglers/extremists.

8. All shops and premises licensed to sell poisons under the Poisons Act shall be inspected once a quarter by the SHO. The shops or premises, the stocks and registers of license holders shall be examined with a view to finding out whether the conditions of the license are observed or not.

Match Factories

Matches tips contain a mixture of Phosphorous sesquisulfide or Antimony trisulfide and potassium chlorate. Phosphorous sesquisulfide is highly reactive, non-toxic chemical used in place of white phosphorous. Potassium chlorate supplies the oxygen needed for combustion. The tip also contains powdered glass and other inert filler material to increase the friction and control the burning rate.

9. In the case of match factories, where Central Excise Officers are stationed, it will be sufficient, if during their quarterly inspections, SHOs or Sub-Inspectors of police see whether the conditions of the license are generally observed. Once every six months they should make a thorough inspection by a detailed examination of the stock and accounts to see whether all conditions stipulated in the license are strictly complied with. In addition, surprise inspections should be undertaken by SHOs or SIs of Police as often as possible in order to ensure that the match factories are working in conditions of safety and that the conditions mentioned in the license are generally observed.

Accidents in connection with explosives and inflammable oils

300-1. On occurrence of any accident of the nature, referred to in section 8 of the Explosives Act, or section 27 of the Petroleum Act, the Station House Officer should immediately report full particulars of the accident to the SP/CP who should expeditiously convey the facts direct to the Chief Controller of PESO (Petroleum and Explosives Safety Organisation), Nagpur, under intimation to the **Deputy Chief Controller of PESO, Koti, Hyderabad.**

2. If the accident involves any loss of life or is on a large scale besides taking penal action against the owner/stockist/employer, the SHO should send RM/FAX and an urgent telegraphic report of the facts direct to the Chief Controller of PESO, Nagpur, Maharashtra whose telegraphic address is "Explosives, Nagpur", and another copy to the SP concerned and also to the **Deputy Chief Controller of PESO, Kendriya Sadan, Sultan Bazar, Hyderabad.** The telegraphic report is to be in addition to the report prescribed in sub-order (1) above, which should be sent in all cases.

3. In the case of a serious accident, all wreckage and debris should, if practicable, be left in the same position under proper guard, videographed, CLUES team pressed into service, and not to remove until information is received from the Chief Controller of PESO or the Deputy Chief Controller of PESO that they do not wish any further investigation or enquiry.

4-A. In the case of explosion not involving grievous hurt to any person or persons or serious damage to property report should be sent to the **Dy.Chief Controller of PESO at Hyderabad** with a copy of the report to the Chief Controller of PESO, Nagpur, Maharashtra.

B. In the case of explosions involving the death or grievous hurt to any person or persons or serious damage to property, the police after registering F.I.R under relevant section of law, will not handle or remove any exhibits or substances suspected to be explosives or connected with the explosion. Such exhibits and substances will be handled only by the Dy. Chief Controller of Explosives on his arrival for investigation. The police should not send any such samples for examination, but only a copy of the report sent to the Chief Controller of Explosives, Nagpur, should be sent to him.

5. A magisterial enquiry is prescribed by section 9 of the Explosives Act into all accidents referred to in section 8 of the Act, other than those, which occur in any place, carriage or vessel under the control of any of the Indian Armed Forces. Intimation of all such accidents should also be sent to the nearest executive magistrate. A copy of the enquiry

report of the executive magistrate should be sent to the Chief Controller of PESO by the Executive Magistrate.

6-A. Unlawful/malicious possession, attempt and commission of offences causing explosions likely to endanger life or property including abetment or offences under section 3 to 6 of explosive substance Act 1908.

B. All thefts of explosives in rail transit should be treated as important grave crimes.

C. For prosecutions of offenders under the Explosive Substances Act, the consent of the District Magistrate is necessary under section 7 of the Act. i.e, SHO should obtain prosecution orders from the District Magistrate alone. (CsP are not empowered to accord prosecution orders as they are Addl. District Magistrate)

GO Ms No. 995, Home (Gen.-A),Dt. 19-6-1957.

7-A. Bombs: In cases involving prosecution of persons for illegal possession of unexploded military grenades, mortar bombs, etc., the Deputy Chief Controller of PESO, Hyderabad should be informed by RM, fax or wire and his arrival awaited. If the bomb has exploded and it is desired to prosecute a surviving person, the Deputy Chief Controller of PESO and the Chief Controller of PESO should be informed by fax or wire. In other cases, the remnants of the exploded bombs should be sent to the **Deputy Chief Controller of PESO, Hyderabad.**

B. In forwarding articles suspected to be of an explosive nature, special precautions should be taken to avoid risk of their exploding in transit or when being packed/unpacked.

Wider definition of Explosive Substance (ES) Act 2001

8. All officers should however carefully read and understand the instructions contained in the secret pamphlet entitled "Instructions for dealing with substance or objects suspected of being explosives" issued to all police stations and also the instructions contained in the Chapter 31 of this manual.

9. Explosive Substances Act 1908 r/w Explosive Substances (Amendment) Act 2001. Principal Act.

Sec 3. Punishment for causing explosion likely to endanger life or property

Sec 4. Punishment for attempt to cause explosive or for making or keeping explosive with intent to endanger life or property

Sec5. Punishment for making or possessing of explosives under suspicious circumstances.

Section 1. **The Explosive Substances (Amendment) Act, 2001 ACT No. 54 of 2001 [11th December, 2001]** : The Amendment Act has defined Special category explosive substance and death sentence for those offenders causing explosive with special category explosive substances, meant to deter offenders from using such explosives.

Section 2. Definitions.- In this Act,- (a) the expression "explosive substance" shall be deemed to include any materials for making any explosive substance; also any apparatus, machine, implement or material used, or intended to be used, or adapted for causing, or aiding in causing, any explosion in or with any explosive substance; also any part of any such apparatus, machine or implement;

(b) the expression "**special category explosive substance**" shall be deemed to include research development explosive (RDX), penta erythritol tetra nitrate (PETN), high melting explosive (HMX), tri nitro toluene (TNT), low temperature plastic explosive (LTPE), composition exploding (CE) (2,4,6 phenyl methyl nitramine or tetryl), OCTOL (mixture of high melting explosive and tri nitro toluene), plastic explosive kirkee-1 (PEK-1) and RDX/TNT compounds and other similar type of explosive and a combination thereof and remote control devices causing explosion and any other substance and a combination thereof which the Central Government may, by notification in the Official Gazette, specify for the purposes of this Act.

Section 3. **Punishment for causing explosion likely to endanger life or property**.- Any person who unlawfully and maliciously causes by- (a) any explosive substance an explosion of a nature likely to endanger life or to cause serious injury to property shall, whether any injury to person or property has been actually caused or not, be punished with imprisonment for life, or with rigorous imprisonment of either description which shall not be less than ten years, and shall also be liable to fine; (b) any special category explosive substance an explosion of a nature likely to endanger life or to cause serious injury to property shall, whether any injury to person or property has been actually caused or not, **be punished with death**, or rigorous imprisonment for life, and shall also be liable to fine.

Section 4.**Punishment for attempt to cause explosion**, or for making or keeping explosive with intent to endanger life or property.- Any person who unlawfully and maliciously- (a) does any act with intent to cause by an explosive substance or special category explosive substance, or conspires to cause by an explosive substance or special

category explosive substance, an explosion of a nature likely to endanger life or to cause serious injury to property; or (b) makes or has in his possession or under his control any explosive substance or special category explosive substance with intent by means thereof to endanger life, or cause serious injury to property, or to enable any other person by means thereof to endanger life or cause serious injury to property in India, shall, whether any explosion does or does not take place and whether any injury to person or property has been actually caused or not, be punished.

(i) In the case of any explosive substance, with imprisonment for life, or with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine;

(ii) In the case of any special category explosive substance, with rigorous imprisonment for life, or with rigorous imprisonment for a term which may extend to ten years, and shall also be liable to fine.

Section 5. Punishment for making or possessing explosives under suspicious circumstances.- Any person who makes or knowingly has in his possession or under his control any explosive substance or special category explosive substance, under such circumstances as to give rise to a reasonable suspicion that he is not making it or does not have it in his possession or under his control for a lawful object, shall, unless he can show that he made it or had it in his possession or under his control for a lawful object, be punished,- (a) in the case of any explosive substance, with imprisonment for a term which may extend to ten years, and shall also be liable to fine; (b) in the case of any special category explosive substance, with rigorous imprisonment for life, or with rigorous imprisonment for a term which may extend to ten years, and shall also be liable to fine.'.

Sanction of Prosecution Orders:

As per Sec 7, the District Magistrate in District alone are empowered to sanction prosecution orders to prosecute offenders.

CHAPTER 15

Other Important Duties of Police

General

301. This chapter deals with miscellaneous but important duties of the Police. Some of these important duties are:

1. Major Bandobust like Pushkarams etc/festival bandobust,'
2. duties in the event of out-break of fire;
3. inspections of places of public resort;
4. duties in relation to destitutes and mentally ill persons;
5. duties in relation to certain Acts.
6. assistance to civil court officials, and other departments;
7. assistance to defence authorities;
8. duties in the event of natural calamities;
9. V.I.P. security ;
10. duties in regard to aircraft, road and other accidents and
11. election duties.
12. River water disputes

List of Festivals to be maintained

302-1. A list of festivals/jatras where Police personnel have to be sent in adequate numbers for bandobust in the District and out of the District shall be kept in Form 48 prepared by the district heads/DCsP with the assistance of SDPOs, Inspectors and SHOs and kept in each station. An extract shall be submitted to the Zonal IG/DIGP/CP and Addl. DGP (L & O), for their records and information.

2. The SP/DCP shall prepare in advance the requirement of men and materials (vehicles, VHF sets, POL, water requirement) and make arrangements to meet the needs (Bandobust schemes). If additional manpower is required from other districts including Armed Reserve, requisition will be made to the Zonal IG/DIGP, Addl. DGP (L&O) and DGP well in advance.

3. The SHOs shall maintain a record of the festivals celebrated in his jurisdiction in the calender year and enter the information in Station Crime History-Part IV of the concerned village/town, together with the strength of Police bundobust provided and deficiencies, if any.

4. Major Bandobusts (Public order Management)

Managing Crowds has become difficult and professional. Godavari, Krishna Pushkarams, Brahmostavams at Tirumala, Chandanotsavam at Simhachalam of Vishakapatnam City and Bhavani Deeksha at Vijayawada are some such big crowd management exercise. The main purpose of these Guidelines is to lay down the roles and responsibilities of different functionaries and stakeholders, at State and District levels and how coordination with the multi-tiered institutional mechanisms at the National, State and District level will be done. It also emphasizes the need for proper documentation of various activities for better planning, accountability and analysis. It will also help new responders to immediately get a comprehensive picture of the situation and go in for immediate action. Three persons is triad, two persons is dyad and one person monad. Large number is crowd. Police u/s 149 Cr.PC is mandated to write to all stake holders like R & B, Municipal Administration, NHAI, Panchayath Raj, Fire Services Dept, NDRF, Hospital Managements etc to take up basic accident preventive works in advance. Police may place information before the Executive Magistrate for action u/s 133 CrPc.

Crowd Related Problems

302.5 Stampede: The availability of limited open space, uneven topography and high density of pilgrims together make the festival venues a stampede hotspot. Human stampede at festival gatherings may happen due to the following reasons ;

a. **Rush and Surge of people** : People may try to enter into a special place for better view/participation in the functions which results in jostling, suffocation, failure of confining walls, barriers and gates.

b. **Accidents** : Collapse of temporary or permanent structures, accidents on bridges, vehicle accidents

c. **Natural or human induced hazards:** Slope failure, heavy rain, slippery surfaces, fire, intentional acts etc.

d. **Rumors:** Spread of rumor about an accident, man-animal conflict, terror attack, stampede or a calamity near the venue.

e. **Long Queue Discomfort:** People standing in tightly packed queues for long hours will create discomfort among individuals and they may try to escape from the queues. Identify Rush Days based on past experience and present calendar of festivals and holidays**.**

Have different Crowd Management plans for the Rush Days and Non Rush Days

Identify Fire prone areas. Have a plan for fire proofing them.

f. Identify stampede prone areas. Make them stampede proof by improving the management of ingress and egress and better monitoring at the ingress and egress, that is entry and exit points of various event areas and holding areas in the Pushkaram.

g. Identify only places for safe assembly for Holding Areas. Never allow large gathering without staggering inlets. Fix the venue capacity at various locations at different times in the day and during different days in Pushkaram. If crowd Density increases, Speed decreases. Density reduces comfort.

h. If crowd increases, adopt circulation. (Serpentive que system) Pushkaram Pilgrim Crowd may have the following characteristics: Attempt to move faster than normal. Interaction between individuals can lead to formation of groups within the crowd. Exits become arched and clogged. Escape is slowed by fallen individuals serving as obstacles. Individuals display a tendency towards mass or copied behaviour. Alternative or less used exits are overlooked.

Crowd Related Problems- Crowd Behaviour

302.6 Mad rush to exit/parking space, Sudden flow of people in reverse direction, A wild rush to force the way towards entrance/exits, Crowds attempting to enter a venue after the start/closing time, A collision between large inward flows and outward flows, Free distribution of gifts/toys/food/Prasad/alms/blankets/cash/clothes triggering a surge and crush, rush during distribution of disaster relief supplies; sudden mass evacuation because of natural disaster. A large number of pilgrims trying to board a ferry for a sacred island site, mad rush to leave a place. Rumours of landslide caused by rains leading to rush down a narrow stairway, angry crowd due to delay in the start of the event/late trains, last minute change in platform for train arrival/ departure resulting in lots of movements within short time window. A large (much more than expected) anxious and competitive crowd gathering because of limited period promotional events at shops, rush to get covered/free/unnumbered seats at the venue bus, train, scramble to get even tickets, crowds trying to re-enter the venue (flows inward/ outward flows mixed) and religious leaders taking a route (in wrong directions) in violation of orders in force.

Crowd Related Problems - Crowd Control

302.7. Sudden opening of entry door, no access control, closed/locked exit, Reliance on one major exit route, limited holding area before the entrance, people allowed in excess of holding capacity due to overselling of tickets for an event, under-estimation of audience, staffing, services, more than anticipated crowd at store/mall/political

rallies/examination/religious gatherings/public celebrations, uncontrolled parking and movement of vehicles, callous indifference in regulating traffic.

Crowd Related Problems - Lack of Coordination between Stakeholders

302.8 Local decision to remove barricades on administrative route to allow a small group of pilgrims, Lack of understanding of the range of duties entrusted, Communication delays, Coordination gap between agencies (e.g Commissioner/Superintendent of Police and District Magistrate; Forest officials, Revenue officials, Medical officers and shrine management etc) Vacant/late/delayed posting of key personnel, Inadequate water, medical assistance, public transport/parking facilities, Poor Infrastructure (Plans on paper but no implementation due to lack of funds, resources or will)

Crowd Related Problems - Structural Causes

302.9 Structure collapses

a. Barricades/Bamboo railings/wire fence/Metal barrier collapse

b. Makeshift bridge collapse

c. Temporary structure collapses

d. Collapse of railings of the bridge caused by panic triggered by rumours

e. Barriers on the ways

f. Poor guard railings, poorly lit stairwalls

g. Windowless structure, narrow stairs

h. Narrow and very few entry/exits

i. Absence of emergency exits

j. Difficult terrain (famous religious sites built on top of hills that are difficult to access). Narrow streets with illegal vendors on sides; sloped gradient; bad weather leading to crushing

k. Slippery/muddy roads

Crowd Related Problems - Fire/Electricity Causes

302.10 Fire in a makeshift facility or a shop, cooking in a makeshift facility, wooden structure/quick burning acrylic catching fire, fire at illegal structure, non availability of fire extinguisher/fire extinguishers not in working condition. Unauthorized fireworks in enclosed places, inappropriate points of manufacturing and sale of fireworks, building and fire code violations, elevators catching fire, people on higher floors panic, steep stair designs, electricity supply failure creating panic and

triggering a sudden exodus. Illegal electric connections, inappropriate fittings such as MCB, aluminum wires instead of copper wires etc. short circuit from electrical generator, (synthetic) tent catching fire, unauthorized construction surrounded by high brick walls preventing evacuation.

Crowd Related Problems - Security

302.11 Security agency firing/teargas/using force leading to panic and stampede, weapon brandished in the crowd, terrorists/separatists/ extremists attack/explosions during rush hours, tear gas canisters fired toward exits, crowd forced against sharp metal fencing, ineptitude of the Police in effectively managing the crowd and enforcing prohibitory orders, fights within groups of the crowd and with Police, other officials etc. absence of walkie-talkies for the Police on duty, absence of public announcement systems or effective wireless system with the Police.

Law and Order, Safety and Security

302.12

i. **Police patrol:** Police patrolling needs to be beefed up during the event with mobile vans and temporary check posts positioned strategically to contain anti-social activities such as chain snatching, eve-teasing, looting, vandalism etc.

ii. **CCTV:** CCTV should be installed at important junctions, markets, bus stands, railway stations and event areas to have better monitoring mechanism. The CCTV system should be having sufficiently large back up periods (72 hrs or more)

iii. **Watch Towers :** Watch towers can be constructed at important places for constant monitoring of the event area. These events are soft targets for terrorists. Hence to be ready for any unprecedented situation, Home Guards, NDRF along with bomb squad and sniffer dog squad should be stationed at strategic locations in the area. NDRF has a highly developed team of divers and motor boats. They should have their presence in and around the Ghats.

Traffic Management

302.13

i. **Direction Display:** A proper display of direction and important information will reduce chaotic situations in such events. Vehicle movement needs to be closely monitored and regulated in the area of event. Restriction on vehicles in crowded area, their diversion to some other non-crowded routes and permission to ply only small non-

polluting vehicles such as manual Rickshaw should be given. Clear and visible signs and directions are to be placed at important places. There should be wide entry and exit routes.

ii. **Parking:** Introduce capacity assessment based parking with nearest location for public transport parking. Designate different places for parking category wise and sufficient publicising them. Restrict entry of vehicles beyond the parking lots with Police manning them. Vehicles should be restricted from entering pilgrim crowd movement areas.

iii. **Shelters:** Install sufficient shelters at the parking areas considering rainy season. Introduce traffic control plan few days before the event and publicise it to help locals to adjust accordingly.

iv. **VIP Movement:** Separate facilities for VIPs: route, ghats, car, passes, parking area and helipad.

v. **Inventory:** Create an Inventory management system of men, vehicles and material along with movement and replacement plan. Make a resource inventory of the facilities/items that can be sources from time to time.

Volunteer Management: Principles and Practices

302.14

i. Volunteers are best to work under Unified Command but they also need Unity of Command. They need to report for the location incharge, who keeps their attendance.

ii. The Incident Commander or Administration should communicate with only volunteer managers from Bharat Scouts and Guides, NSS and NCC for placement and replacement of volunteers.

iii. The volunteer managers should keep surplus volunteers ready for any immediate deployment. They maintain the volunteer deployment log

iv. In field familiarization and getting used to the working environment needs prior rehearsals twice and visits at least twice before Pushkaram

v. For each location, there should be location level volunteer leaders who are identified by the volunteer mangers from Scouts and Guides, NSS and NCC.

vi. Place the volunteers in specific places and take them round the total area. The importance of their role in the location they are placed must be explained location wise.

vii. They need to be 100% familiar with the transport, medical care, temple, puja, luggage cloak rooms, food, sanitation, parking routes and distances.

viii. All volunteers at all places need to have a pocket telephone directory and map to guide the piligrims. Appropriate guidance to pilgrims all times is a great support from volunteers.

ix. They need to given a single colour easily identifiable dress code: Whistle, Cap, T Shirt or waist coat and photo identity card.

x. Patting in appreciation of their services by Administration and VIPs will be a great motivation before, during and after the Pushkaram

xi. Their drinking water, timely hygienic food, sanitation needs, adequate and decent enough accommodation, replacements in shifts must be 100% taken care of.

xii. Certificates in recognition of their services, lunch with the VIPs and the organizers before and after the Pushkaram will be a great motivation force.

xiii. All officers and volunteers managers from Scouts and Guides, NCC and NSS need to be familiar with each other and be courteous. They should be in regular communication with each other.

xiv. Mutual respect and treatment of all functionaries in Pushkaram and of volunteers will raise the stature of the event.

xv. Women volunteers need to be posted at places where there is a separate enclosure for women related activities take place.

xvi. The safety, food, accommodation and transport of women/girl volunteers need to be given special attention, taken care of and given priority.

xvii. Wherever the volunteers are deployed for monitoring ingress and egress they need to be given the support of the security forces as a backup support.

xviii. Never make volunteers overwork or over exert. This will affect their health and wellbeing, while the replacement of best volunteers will become very difficult.

Exit Plan: After the mega event (like Brahmotsavam, Pushkarams etc)

302.15

i. **Reverse Logistics:** Pushkaram is temporary in nature. Hence, a clear exit plan and reverse logistics need to be included in the planning process. This is needed to bring the towns or the locality back to state of normalcy.

ii. **Post Disaster Incidents Management:** A comprehensive Disaster Response Plan should be ready with all the departments. Prepositioning of specialized teams such as that of NDRF, Civil Defense, Search &

Rescue team, First Aid team, Logistics Management team etc. should be as a precautionary and preparedness measure.

"Best Crowd Management is Stampede less and safe with no injuries and no loss of life."

Rehearsals

302.16 Rehearsals are to be conducted based on the previous incidents of mass deaths due to breaking of barricades, people getting drowned, stampedes etc in the area so that Police officers know their job, in the event of an unforeseen incident.

Food and Accommodation for the officers and men in Shift duties

302.17 Clean food and water should be arranged for the Police personnel who should be vaccinated in advance for likely outbreak of any disease. Suitable accommodation has to be arranged for all ranks with minimum facilities to perform '**shift duties'**. Role of each one on duty shall be fixed with a duty card and important response telephone numbers.

Pushkaralu-Bandobust

302.18

1. Pushkaram Pilgrim Crowd

2. **Pushkaram Pilgrim Crowd Management**

   a. Crowding can be avoided by: Traffic, Controlled access to restricted areas.

   b. For Best Crowd management: Train security / volunteers in crowd control. We need specific entrance and exit points clearly identified and displayed. Establishment of uni-directional flow of attendees/ devotees.

   c. Other strategies for efficient crowd management: Making traffic /crowd flow only one way. All shops on one side of the road only. Segregation of crowd based on vulnerable groups, VIPs, Media etc. All emergency services like fire fighters, security, police, NDRF, First aiders will be stationed near the venue to avoid any eventuality. Restrict vehicular movement within event area. Use local coaches and buses to reduce private vehicle usage and any potential problems which large vehicles may present, for example access difficulties, parking requirements, potential road blockages.

3. Introduction of Incident Response System

Incident Response system: Implementation of action plan in all Ghats and at all events.

Emergency Operations Centre: Establish Emergency operations Centre (at Control Room) in each location. Every location should be designated as a Division with Special Officers/Magistrates in charge.

Incident Command Centre (ICC) Control Room: to monitor, manage and make decisions, a dedicated centre needs to be established. An Incident Command Centre will also act as an Emergency Operation Centre. It will house the CCTV display/monitoring units, the communication equipment such as mobile phones, computers, laptops, internet connectivity, video calling facility, power back-up, trained technical staffs and important decision makers (in proper shifts round the clock). ICC will also Control the PA system and coordinate between the Lost and Found Booth and the security.

4. Hazard identification :

The foremost step of Godavari and Krishna pilgrim crowd management planning is identification of hazards in the vicinity. The hazards may vary from place to place but will include earthquake, floods, uncontrolled crowd, fire, bomb blast, public health hazards such as food poisoning, accident prone areas, etc.

5. Risk Assessment :

Based on the hazards identified, a proper risk assessment should be carried out based on types of pilgrim based on age, sex and region of origin, environmental, and socio-political factors. The risk can be identified based on: Pilgrim event type, duration and location, time, day and season of the event, expected crowd numbers: age of crowd: mood of crowd, Weather and local hazards, Surveillance for public health and sanitation. (gogging, hospital preparedness, solid waste management).

6. Hazard Risk Vulnerability, Fire and safety Audit:

Conduct Hazard Risk and Vulnerability Analysis of the Pushkaram Areas and take necessary preventive measures. Conduct fire and safety audit for shops and establishments. Conduct Fire, ambulance and police mock drills. Provide for standby fire engine and fire safety equipment.

7. Fire Safety :

Create fire safety at critical points and lighting for free and safe pilgrim movements. Temporary fire station should be set-up at strategic locations based on the flow of the crowd and the density of shops and other establishments. Bike mounted fire fighting equipment should be installed at all the important locations to increase accessibility of areas where fire-tenders cannot reach. There needs to be specialized and dedicated team ready to respond to any emergency. Prepositioning of the officers and staff should be done for the entire period.

Precautions to be taken against fires in Festivals, Pandals, shamianas etc.

303. The Village Secretary or the Executive Officer, Gram Panchayat should intimate the date of any festival well in advance to the SHO concerned, who in turn should visit the place and ensure that adequate safety requirements are taken and other arrangements made. In case of non-co-operation from the village officials and others responsible for making safety arrangements, the SHO can even move the executive magistrate and obtain orders u/s 144 Cr.P.C. to stop the festival.

Guidelines for managing large assemblies

304. The following guidelines should be observed for managing large assemblies.

1. At festival centers situated far away from the Police Stations, where people from within or outside the District are likely to gather in large numbers, a temporary police outpost may be opened, with the general diary, FIR book and other essential records, for the duration of the festival to facilitate the registration and investigation of cases. Cognizable cases reported during the festival will be registered at the temporary police station and investigated.

2. The entire area may be divided into sectors, with a specified number of Police Officers with names and designations allotted to each sector as incharge officer

3. A reserve force, sufficient to deal with any untoward incident or situation should be stationed.

4. Each policeman drafted for duty should be given a printed or legible memorandum of instructions in Telugu or Urdu specific to the place and as to his duties, apart from general duties to be performed on such occasions.

5. The staff drafted from other stations must be given a personal briefing by the SHO on the eve of commencement of festivals and on every day relating to bandobust. Various expected scenarious and expected response be discussed in detail. Suitable accommodation has to be provided. Crime staff should be briefed with all the Jail release photographs and active HB/snatching / pocket picking offenders.

6. Where the contingent is too large the senior most officers in charge should be of rank of the SIs/CIs/DSPs who in turn should brief officers under their charge. The general duties are as follows:

   If necessary, a requisition to Executive Magistrate (Tahasildar) may be submitted with a request to be present at the gathering.

   A. Prevent public nuisance and fouling of sanitary arrangements. The volunteers and organizers should be involved. Prevention rather than prosecution should be the aim. Only under unavoidable circumstances prosecutions should be launched. Children, women and aged persons should be treated with special care. Any tendency to book large number of cases to earn praise for firmness should be avoided.

   B. To report to the medical officer on duty cases of any epidemic nature and other such contagious or infectious diseases that come to notice.

   C. When on patrol duty, to interfere as little as possible with the people, but prevent crimes and offences, preserve the peace, keep order, and mark down depredators and bad characters.

   D. To caution people not to drink or take water from prohibited/ polluted places.

   E. To see that carts, taxis, autos are parked in designated parking places and traffic regulated.

   F. To be helpful to pilgrims and avoid unnecessary interference.

   G. To send parents of lost children or lost property to the “Police outpost with specific arrangement for announcement, keeping lost property safe, and if not, to the police station.

   H. To report fires to the nearest Fire Station and the Police Station.

   I. To take injured persons to the nearest hospital in cases of accidents.

J. When on duty at temples, to prevent nuisances and crimes and to report to the officer in charge all cases of blackmail. Police Officers on duty or otherwise should keep scrupulously away from and should not help any collection or demands of money or gifts by temple authorities.

7. Each policeman attending the festival on duty should be allotted a specific duty to perform. He should read, understand and follow all the written instructions issued to him. The officer in-charge must brief his personnel about their duties from time to time.

8. He shall adhere to that duty during the entire festival. His camp station, section, and hours of duty should be specified in writing on the list of printed instructions given to him in the form given below which he is expected to read:

Police Officer's Number, Name & Phone number	Camp Name	District	Number & Name	Sector	Place & Duty	Date (s) & Hours

9. Proper relief should be given to the men and officers drawn for bandobust. A constable/head constable should not normally be employed for more than six hours at a stretch.

10. An ASI or HC should be kept in charge of 5 to 10 constables.

11. See that the arrangements are made to have the locality properly illuminated throughout the night. This prevents accidents and crimes and enables action by police where necessary.

12. See that fire brigades are established where necessary, with sufficient number of men at each brigade.

13. Rules regarding the regulation of traffic at such places and on such occasions as may be necessary should be published and the duty officers instructed to implement them.

14. In requisitioning the railway police for duty at a railway station in connection with a festival, the number of police officers required for

duty at temporary booking office, the accidents that are likely to take place due to rush of passengers into the train, the help to be given to the crippled, women, old, children should be taken into consideration for estimation. Plain clothes Police men to be deployed to check pick pocketers.

15. Policemen who are off duty are forbidden to move around in uniform. Police Officers must stay and have their food at the camp arranged for them.

16. On such occasions Police Officers except SIs and above shall carry lathies slung to the shoulder. Walkie talkie sets, as many as possible, but subject to the need, should also be provided to the officers and men.

17. The Police Officer deputed for duty at the festival should be retained until majority of the pilgrims leave the place of the fair or the festival.

Assistance to Local bodies, Officials during festivals

305-1. The Gram Panchayats have been vested with powers under section 46-xvi of the AP Panchayati Raj Act 1994 for the control of fairs, jataras and festivals. Section 83 of the same Act imposes duty on Gram Panchayats *inter alia* to make arrangements for public health, safety or convenience for fairs and festivals. Section 139 of the Act imposes a duty on Police Officers to assist the officials of the Village Panchayats in the discharge of their lawful duties. The Municipalities and the Corporations have similar functions under the laws applicable to them.

2. The public health officials are responsible to prevent spread of diseases and to make all arrangements for the health and safety of the public. The police have to assist them where their services are needed to guard isolation camps or to help the medical and health department in examining the persons suffering from infectious disease or in innoculating the people against cholera etc.

Emergency assemblages of Policemen

306-1. In case of emergency where police have to assemble for instructions public address system or wireless sets should be used even at places of stay of the personnel. Cell phone numbers of incharge officers shall be noted in control room and duly informed of the emergency roll call. The assembly must be immediate in such cases.

2. The Zonal IG/DIGP besides SP of the district should be present at specially large festivals spread over long period and specifically on those which have potential for communal trouble. For every festival a contingency plan should be drawn up and kept in concerned police stations, SDPO's office and DPO. These should be prepared in advance and constantly up-dated

Temple Cars and Rafts

307-1. Every SHO should maintain a list of car or theppa (Boat) festivals held within his jurisdiction. The temple authorities should notify and inform to the SHO well in time about their intended use.

2. The SHO should inspect the temple car/boat about its safety 15 days before the festival and report to the SDPO, Executive Magistrate and the local Dy. Executive Engineer, R&B and see through their inspection that the car is made safe for use.

3. The SHO even can obtain orders under section 144 Cr.P.C. to prevent its use, if it is found unsafe and the temple authorities are not co-operating.

Duties of Police on out-break of Fire (Fire control number 101)

308 Sec 42 of AP (Andhra Area) Police Act 1859 mandates Police Constable and above/fireman to assist in extinguishing the fire and saving life and property.

i. Close any street or passage in or near which a fire is burning.

ii. Break into places to run the hose pipe to extinguish the fire.

iii. Any damage done in the process of extinguishing fire shall be deemed to be damage by fire within that meaning of any policy of insurance against fire.

Sec 43 of AP (A.A) Police Act 1859 penalises false alarm.

308-1. On the outbreak of fire any police officer in the vicinity whether on or off duty should immediately send information to the nearest fire station by quickest means possible giving his name and designation indicating the exact locality and the magnitude of the fire. He shall then inform the nearest police station and proceed to the scene of the fire to render assistance.

2. The responsibility of the police to fight fire is only till the arrival of the fire service personnel. The duty of the police thereafter is to assist the fire service personnel, maintain order, remove obstructions to the

fire fighting persons from carrying out their job and also to preserve evidence, if possible, which may indicate the cause of fire.

3. On receiving information of fire the senior Police officer present in the police station shall take immediate steps to secure the fire service personnel by quickest means possible and in the meanwhile proceed to scene with his staff preferably beat area staff and secure all available material like water, earth, sand etc. and organise the local volunteers for fire control.

4. He shall also send to the scene all available fire hooks, racks and fire buckets or other fire fighting equipment till the services of fire engine is secured.

5. The senior police officer shall also take immediate steps to rescue persons and property as far as possible safely and securely. He shall also organise quickly with his staff to protect persons and property through safe exits.

6. He should requisition all available medical assistance and ambulance if necessary and remove the injured and seriously burnt to the hospitals.

7. The property in the affected places, must be removed to safer places without allowing chances to pilferage and guard the property.

8. They should also take responsibility to remove the animals from out of the affected places by untying them or cover their eyes with sack or flap, let it out or cut it loose and allow it to escape.

9. They should take steps to cut off all power supply from the building and also announce on public address system to use free escape routes and not to use lifts in case of multi-storeyed buildings. They should also provide nets on the ground to help people from 1st or 2nd floor to jump out.

10. Section 81 of IPC gives protection to police officers causing damage or obstruction in good faith for purpose of fire fighting. They can also break into or pull down or use any house for passage or for extinguishing the fire. They can also remove or order the removal of any persons who by their presence interfere with or impede the operations for extinguishing the fire or for saving life or property and close any street or passage or any main pipe to give greater pressure of water for firefighing.

11. One or two stretchers for carrying sick or injured persons to hospital shall be kept in police station.

Inspection of places of public resort

309-1. Licence is required for use of any enclosed place for public resort or entertainment in municipal area or major panchayats and when the enclosed area is more than 50 square metre in all other cases. In case of municipal towns the Chairman of the Council and in all other cases a Magistrate is the licence granting authority.

2. Any SHO or an officer of rank of SI and above and having jurisdiction may at any time inspect the licence and see whether the conditions of licence are followed strictly or not. The most important duty of police is to ensure safety, prevent disorder, and prevent any unlawful activity. The licence can be suspended or cancelled in the following cases:

   a. If the licence has been fraudulently obtained; or

   b. If the licence has been misused or used for illegal purposes other than for which the licence is granted; or

   c. If the building can not be safely used.

3. The Superintendent of Police or Sub-divisional Police Officer shall decide whether any Police Officer should be deputed for duty inside the premises of a place of public resort and the necessary strength of the force to be employed for this. The licence holders obtain licences for using the area for legal and general entertainment purposes but may clandestinely use the same for running games which are prohibited under A.P. Gaming Act or use the premises for obscene purposes to attract crowds. This misuse is unlawful and the licencee can be prosecuted under the relevant provisions of law.

4. It shall be lawful for any Magistrate or officer incharge of a Police Station or any police officer above the rank of HC to enter at any time any enclosure or building for which licence is granted and inspect the licence and the premises to see whether the conditions of licence are properly observed.

5. If the licence is obtained by fraud, misrepresentation or if illegal activities are taking place in the area or if the use of such building is not safe to continue the place as place of entertainment, prosecution can be launched besides recommending for the revocation of licence.

6. In places of entertainment where public are admitted (whether for fees or free) including cinema halls and theatres etc, smoking and drinking is prohibited in the auditorium,30 minutes before the commencement of the show and till the end of the show. Anybody contravening the provisions shall be liable to be removed from the places by any police officer besides being liable for prosecution.

Destitute Persons in towns, Cities

310-1. Destitute persons found dying of disease or starvation in towns must be taken to the nearest hospital or dispensary. Help of local community contact committee may also be taken. If refused admission the orders of the Magistrate concerned should be obtained. A list of voluntary/ non-govt. agencies should be maintained in every PS with their telephone numbers, addresses etc. and their main mission. Their help should be requested to handle such situations.

2. Destitute sick foreigners having no friends at hand should be taken charge of and taken to a Government hospital whenever possible.

In Villages

3. The Government have laid down that it is the duty of the Village Secretary to take care of sick and destitute travellers and they are prohibited from passing on from village to village. The cost of their maintenance will be borne by the Government as also the expense of sending them to a hospital when necessary.

Disposal of corpses of destitute persons

G.O.Ms. 2517 Health 16-12-1957 of AP

311-1. As per law, dead body is not a property. But the law recognises for the right for possession of the body till it is disposed off. In the case of a destitute corpse when no one is likely to claim the rights to possession of the dead body, the local body (Panchayat or Municipality) has to step in for the disposal of the dead body in the interest of public health. If a person is found to have died under suspicious circumstances the police have a right and duty to send the corpse for postmortem examination and then issue directions for its burial or cremation. (Refer annexure 26 of APPM Part - II)

2. In cases of death of destitutes under suspicious circumstances, the responsibility of removing dead bodies from the places where they are found to the place of post mortem will rest on the police. They will bear the necessary charges. In other cases, the responsibility of removing and arranging for the cremation or burial of dead bodies rests with the local body, the village officers or the railway police authorities, as the case may be, and the charges are debitable to the appropriate funds as laid down in the Financial Code Vol. II.

3. If a dead body is not claimed by relatives or friends the police will arrange for its burial or cremation after *post mortem* examination by local authority.

4. The charges relating to the removal of dead body of destitutes from post mortem shed and arranging for their burial or cremation should be met by the local authority of the area, that is, Zilla Praja Parishad, Mandal Praja Parishad, Municipality or Panchayat, as the case may be, in whose limits postmortem is conducted.

Treatment of Mentally ill persons

312-1. Under section 23(1) of the Mental Health Act, 1987, every officer in charge of a Police Station may take or cause to be taken into protection any person found loitering at large within his jurisdiction whom he has reason to believe to be so mentally ill that he/she is incapable of taking care of himself/herself or to be dangerous to others by reason of such mental illness. Every person so taken into protection shall be produced before the nearest Magistrate with in 24 hours. The Police must inform the mentally ill person of the reasons for taking him to protection, and if he is not capable of understanding it by himself of the reasons, his relatives or friends should be informed.

2. Section 25 of the Mental Health Act 1987 lays down that it is the duty of every officer in-charge of a police station immediately to report to a first class Magistrate about any mentally ill person who is uncared for or cruelly treated or neglected by any relative or other person having the care of such person within the limits of his station.

3. When a person is taken into protection as a mentally ill person and is being taken to the Magistrate, he may be confined in police lock-ups or sub-jails, if no other place of safe custody is available but not mixed with any other prisoners. After his production the Magistrate may after such Medical examination and other enquiries commit him to a Psychiatric Hospital or Nursing Home by passing a reception order or in care of relatives as he considers proper.

4. Mentally ill persons who have criminal tendencies should be confined in subjails or district jails according to the stage of the inquiry.

5-A. When a mentally ill person is sent to a Psychiatric hospital or a Nursing Home the Magistrate or Police Officer who dispatches the person is responsible to see that the escort is provided with sufficient means to provide such articles as milk, coffee, biscuits or any suitable cooked food for the use of the person during his journey to the hospital. In

case the person refuses food or becomes sick, he should be taken to the nearest hospital. A relative or female attendant, in addition to the usual police escort, should accompany every female mentally ill person.

B. Mentally ill persons who are criminals, whether recovered or not from the illness are, when sent by rail should not be allowed to mix with other passengers, but should be placed with their escort or attendants separately.

C. Police escorts for mentally ill persons, entitled only to second class of accommodation by rail, shall travel in the higher class in which mentally ill persons in their charge travel, at Government expense.

D. A police escort accompanying a mental patient for any purpose should wear plain clothes, be unarmed and be provided with handcuffs to be used when absolutely necessary. A conveyance should be provided for taking him from place to place.

6. When required by a Magistrate, the police shall obtain and furnish the information necessary to incorporate in the mentally ill person's medical history sheet. The police should furnish the medical officer, to whom the said person is sent for observation, with all available details as to his previous history and the alleged causes of his mental illness.

7. Every Police Officer may recapture any mentally ill person who escapes from a Psychiatric hospital, provided that in the case of mentally ill person not being a criminal, the power to recapture shall be exercisable only for a period of one month from the date of escape.

8. The police shall produce a mental patient who is temporarily discharged, whenever he is required by the Superintendent of Psychiatric Hospital or on the date of the termination of the period of temporary discharge.

Duties in relation to certain Acts

The Indian Cinematograph Act/ The Cable TV Network (Regulation) Act-1995/ other Acts

313. A. Section 7 makes certain contraventions of the Cinematograph Act 1952 punishable. These are non-cognizable offences and should therefore be taken up only on orders of Magistrate.

Section 7 : Any person exhibiting any film other than a film which has been certified by the Board as suitable for unrestricted public exhibition or public exhibition restricted to adults (Act 56 of 1980) or any Adult film shown to a child, such person is liable for prosecution.

Section 7-A empowers police on orders of District Magistrate/ Commissioner of Police or any other Magistrate empowered by the

District Magistrate to enter, search and seize any film, which is being exhibited in contravention of the provisions of the Act. Section 9 of AP Cinemas Regulation Act 1955 makes contravention of the Act or rules made there under punishable with fine up to Rs.10,000/- and for continuing offence Rs.200/- per day. Section 9-A makes black marketing in cinema tickets punishable with three months simple imprisonment or fine. The offence is cognizable.

The police should perform the duties connected with this Act and Rules as a part of Law and Order duties. The main duties are to prevent violent incidents near cinemas, deal effectively with black marketing and while recommending for licences to ensure proper arrangements for parking, in lets and out lets, fire precautions and also to see that the management makes arrangements for traffic regulation in and immediately outside the theatre by employing their own staff. Suitable conditions in the licences should be recommended to be incorporated.

In accordance with Sec 8 of the Cinematograph Act 1952, the Cinematograph (Certification) Rules 1983. AP Cinemas (Regulation) Act, 1955 read with the AP Cinemas (Regulation) Rules 1970 may be referred.

As per A.P Exhibition of films on Television Screen through video cassette recorders (Regulation) Act 1993, CsP Visakhapatnam and Vijayawada and elsewhere the District Collectors are designated as **Licensing Authority.** All offences under this Act are cognizable.

(Sec 17) Sec 12 deals with penalties, Sec 14 empowers Police of the rank of SI of Police and above to enter any premises, being used for purposes connected with the recording of any film or the exhibition of films on the T.V Screen through VCR or keeping video library or selling video cassettes in contravention of the provision of this Act, search and seize and make arrest of persons involved.

313 B. **Cable TV Network (Regulation) Act 1995:** As per the Act, the Govt of AP vide GO.Ms.No. 41, Home (Genl.A) Dept, Dt.08/02/2011 designated all SDPOs/DySsP/ACP and above as **'Authorised Officers'** u/s 18 of the Act to initiate action against erring cable TV network operators for programme code/advertisement code violations. The concerned SDPO/Dy.SP/ACP should obtain the actual video content, name of channel, timing of broadcast, the specific violation of Programme code/Advertisement code as per Rules 1995 and file a 'complaint' in the jurisdictional court for taking cognizance and to take up further investigation and filing charge sheet. The offence is bailable.

Govt. notifiation of "Authorised Officers" to implement cable TV Act, 1995

G.O.Ms.No.41, Home (Genl.A) Dept Dt.08/02/2011 of Govt of AP

NOTIFICATION

In exercise of the powers conferred by clause (a) of Section 2 of the Cable Television Networks (Regulation) Act, 1995 (Central Act 7 of 1995), the Governor of Andhra Pradesh hereby notifies the following officers as "Authorized Officers" to exercise all the powers vested with them under the provisions of the Cable Telelvision Networks (Regulation) Act, 1995 and the rules made thereunder :

1. All the Sub-Divisional Police Officers
2. Assistant Commissioners of Police.
3. Additional Superintendents of Police
4. Additional Deputy Commissioners of Police
5. Superintendents of Police
6. Deputy Commissioners of Police
7. Superintendents of Railway Police.

- * -

The Electricity Act - 2003

314. Offences and Penalties:

Sec 135 Theft of Electricity (tapping, tampering, damaging, using electricity through tampered meter or uses electricity for different purpose)

Sec 136 Theft of Electric lines and materials

Sec 137 Punishments for receiving stolen property

Sec 139 Negligently breaking or damaging works.

All offences are cognizable and subjected to adjudication.

1. The main offence so far as police are concerned under this Act is theft of electricity. Tampering with meters or drawing current mainly does it from poles unauthorisedly. This offence is punishable under section 135 of the Act. Abettors are equally liable. This offence is cognizable and all other offences under this Act are non cognizable.

2. The SHO has to register these offences under section 379 IPC read with section 135 of the Electricity Act 2005. The electricity becomes movable property only when it is referred to 135 of this Act. But the reports to the police are restricted under this Act only to be made by the official of the A.P. TRANSCO/Power Distribution Companies/ Electrical Inspector or any aggrieved person.

3. On conviction, it is desirable that the courts are requested to award compensation to the A.P. TRANSCO or to the aggrieved to be paid by the accused as provided under section 357 Cr.P.C.

4. The A.P.TRANSCO/Power Distribution Company has vigilance wing with police officers working on deputation who have got the responsibility of handling cases of theft and tampering of the meters. However in future when power distribution is privatized, local police will deal the cases of power theft as per law.

Prohibition of sacrifice of animals and birds

315. All offences under AP Cow Slaughter and Animal Preservation Act 1977 are cognizable

Sec 5 Prohibition of slaughter of cow or calf of she buffalo

Sec 6 Prohibition against slaughter of animals without certificate from competent authority

Sec 12 Abetments and attempts are punishable

1. DGP is one of the members of the reconstituted committees to ensure strict implementation of the Act which is headed by the Minister for Animal Husbandry and Dairy Development (Animal Husbandry – Dairy Development and Fisheries (AH III)) Department (GO Ms.No.66, dtd.26-11-2005 of Govt of AP)

2. As per A.P. Animals and Birds Sacrifices Prohibition Act 1950, no person shall sacrifice any animal or bird in any place of public religious worship or its precincts or in any procession connected with any religious worship in any public place. No person shall officiate or perform or serve any sacrifice in any place of public religious worship. These offences are cognizable and trialable by first class Magistrates.

   The Supreme Court of India in State of Gujarat Vs Mirzapur Moti Khureshi Kassat upheld Cow Slaughter Prohibition Act of Gujarat State in 2005.

Protection of Environment Act 1986

316.1. Protection of Environment and Forests has become a vital issue requiring effective intervention. Several laws have been passed to prevent pollution, preventing deforestation and preserve ecological balance to eliminate serious hazard to human life, conservation of resources. Some of the important Acts are -

The Environment (Protection Act) 1986

The Air (Prevention & Control of Pollution) Act, 1981

The Water (Prevention and Control of Pollution) Act 1977

The Forest (Conservation) Act, 1980

The Wild Life (Protection) Act, 1972

The Indian Forest Act, 1927

AP Forest Act 1967 – The STs and other Traditional Forest Dwellers (Recognition of forest Rights) Act 2006 (vesting some rights on tribals living for 70 years and above in the forest.)

2. All the above Acts are intended to prevent pollution and protect environment and are connected with the health and safety of the public at present and future. The offences under the Environment (Protection Act) 1986 are cognizable and the punishment may extend for a term up to 5 years. The main responsibility however, for enforcing the legislation is with the Pollution Control Board constituted for the purpose and no cognizance can be taken unless the Board makes the complaint or by an Officer authorised by the Board. The offences relating to environment are contained in chapter 14 of IPC and M.V. Act. The police can file cases under these Acts only. The Pollution Control Board authorities or the courts or the Government may require the police, particularly when the extent of pollution is such as would endanger or have endangered the health and lives of people. The assistance of police would be required in the matter of shifting people when there is a leakage of noxious or dangerous gases or preventing people from going to polluted area or drinking contaminated water etc. Prompt action has to be taken when such situations arises.

Protection of Forests and Wild Life

317 1. Sustainable Development Goals 2015 categorises life on land as an important Goal directing the member states to protect, to restore, to promote sustainable use of terrestrial eco-systems, manage forests, combat desertification & halt and reverse land degration and half bio-diversity loss.

2. The Forest Conservation Act 1980, the Wild Life (Protection) Act 1972 are intended to protect flora and the environment fauna. The

assistance of the police in aid of the Forest officials who are charged with the responsibility of protection as mentioned would be in the nature of personal protection and for arrest of offenders etc. Section 66 of the Indian Forest Act, 1927 lays down that any Police Officer shall prevent and may interfere for the prevention of any offence under the Forests Act Section 64 of the Act empowers the police to arrest any person without a warrant against whom a reasonable suspicion exists of his having been concerned in any Forest offence. The Forest Department is mainly responsible for enforcement of this Act. The Police should be prompt and alert in extending support to the forest officials. They should however, take action as empowered by law whenever violations come to their notice in the course of their duty or in the course of investigation of other offences and not go for enforcement of the Forest Act. The role of police is only supportive. In large scale smuggling operations of forest wealth, Sec 3 of Prevention of Damage to Public Property Act 1984 as forest produce and wild life are public properties of State/Central Government has to be invoked In such cases Police have to break the entire network from the Source-Transit-Destination.

3. The STs and other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006 called Forest Rights Act / The Tribal Rights Act. An Act to recognize and vest the forest Rights and occupation in forest land and forest dwelling of STs and other traditional forest dwellers who have been residing in such forests for generations but whose rights could not be recorded. Rules were framed in January 2008 to preclude misuse and forest destruction, as 25 Crores people live in forests in India and Adivasis are about 10 Crores.

4. Indian forests are governed by two major laws i.e, The Indian Forests Act 1927 and the Wild Life (Protection) Act 1972. The former empowers the Govt to declare any area to be reserved forest or 'Protected forest' or a 'village forest'. The latter allows any area to be constituted as a 'Protected area (national park/wild life) sanctuary, tiger reserve or community conservative area.

The Ancient Monuments and Archaeological Sites and Remains Act, 1958

318- 1.Under section 3 of the Act, all ancient and historical monuments and all archaeological sites and remains which have been declared under the Ancient and Historical Monuments and Archaeological sites and Remains (Declaration of National Importance) Act 1951 or under section 126 of the State Re-organisation Act 1956 to be of National

Importance are deemed to be ancient and historical monuments, archaeological sites and remains declared to be of national importance. Besides those mentioned in section 3, the Central Government may also by notification declare any thing as belonging to the above category. The concerned authorities are responsible for the protection of such sites and monuments as well as the antiquities and art treasures. Police assistance may be requisitioned for the protection of these monuments or areas either from the destruction, encroachment or theft or other damage to such places. The police should extend necessary help and assistance whenever they are asked to and should keep an eye on those who are likely to damage such monuments and commit thefts of art treasures.

2. As per sub section 1 of section 30, item I and III of the Act, whoever destroys, removes, injures, alters, defaces, imperils or misuses a protected monument and who ever removes from a protected monument any sculpture, carving, image, base-relics, inscription or other like subjects comments a cognizable offence.

3. Amendment Bill 2010 is pending with Govt of India.

Indian Treasure Trove Act 1878

319-1. Treasure is defined under this Act as anything of any value hidden in the soil or anything affixed there to be of a value exceeding Rs.10/- or of any value if it is of historical or archaeological interest having been in existence for not less than 100 years, hidden or embedded in the soil or anything affixed there to and includes uncut diamonds or other valuable minerals formed on the surface of the soil.

2. Every person either the owner, purchaser or finder of any treasure in the land shall inform the Collector concerned that treasure is found in that land. Such treasure vests in the Government. Contravention is punishable u/s 20 of the Act

3. If the finder or the protector of any treasure fails to make deposit or alters or attempts to alter such treasure so as to conceal its identity he is liable for punishment with imprisonment which may extend to one year or fine or both. Abetment is also punishable under this Act. The offences are cognizable.

Prohibition of Hook swinging and other allied Practices

320-1. The practices of self-mutilation specified below should be prohibited altogether on the ground of the danger to human life, health and safety.

A. Hook swinging

B. Hood dragging i.e. dragging cars other than toy cars, by hooks inserted in the body.

C. Carrying of Kavadis other than toy Kavadis by means of hooks inserted into the body.

D. Piercing the muscles of the body with metal rods.

2. In order to stop such practices, the police officers can obtain orders under 144 Cr.P.C. from an executive magistrate.

Assistance to officials of civil courts and other Departments

321-1. Sometimes the orders of the civil court are to be carried out such as injunction order etc. through the court officials, like process server or Amin etc. If the plaintiff obtains Police Protection order from the court, the SHO is duty bound to assist execution of such court order. If there is likelihood of resistance by the aggrieved party thereby causing breach of peace, in such cases, the duty of police is to assist those officials in carrying out their jobs smoothly. Normally in such cases armed Constables should not be detailed. But if the situation is such as to necessitate the deputation of armed Constables, prior approval of the Sub-Divisional Officer / ACP should be taken and the SHO should himself be in-charge of the arrangements. Intimation of any apprehension of breach of peace should be sent by the quickest means possible to the SDPO and to the Superintendent of Police/ DCP. Where serious breach of peace is anticipated, the SDPO should proceed to the locality and take necessary measures to prevent any such breach of peace.

2. The assistance of police can be rendered to the civil court officials only at their request. The job of the police in such cases is to facilitate the civil court officials to execute their work smoothly and legitimately. The police, to ensure this, are expected to peruse the warrant of the court and directions to Police to assists civil court officials. The main purpose of police assistance is to prevent breach of peace as well as prevention of any offence being committed there. The responsibility of carrying out their job is that of civil court officials.

3. The above instructions apply *mutatis mutandis* to the deputation of police parties to assist Excise staff, Drug Inspectors, officials of the Revenue and Commercial Tax Departments and other such officials of the State and Central Governments and local bodies.

Problems arising out of Civil Disputes - Duties of Police

322-1. Sec 149 Cr. PC enjoins upon the Police to intervene in all matters where there is apprehension of commission of cognizable offence.

Many persons approach the police for protection on account of threats to their safety due to disputes relating to property. Several complaints are also presented in writing. A good number of complaints pertain to forcible dispossession or possession of properties by use of violence or by hired goondas, or relate to matters involving religious ramifications leading to communal disturbances or where habitual land grabbers or criminal syndicates are involved etc. There are also cases wherein a group of people, when they face an immediate threat, approach the police for relief. While the police should not interfere into the disputes, which are purely of civil nature, they cannot shirk their responsibility of protecting persons against injury or trespass particularly when the people complained against are powerful or hired goondas. The following instructions are therefore issued for the guidance of the police officers.

A. Orders of the civil court should be implemented and all assistance should be provided to the civil court officials as mentioned in order 321.

B. If any civil dispute is likely to give rise to an imminent breach of peace or disturbance of public order, the police officer shall take recourse to sections 144 to 148 Cr.PC as the case may be (Chapter 38, Volume - II).

C. As per Section 149 CrPC every Police Officer may interpose for the purpose of preventing, and shall, to the best of his ability, prevent, the commission of any cognizable offence. In application of this provision, police officers shall be guided by instructions given by superior officer of the rank of SP/DCP/CP/DGP.

D. In dealing with these cases the SHO should make a contemporaneous record of every action that he takes in the general diary and in the connected file.

Refer *G.B.C Raj Gopal Vs The Govt of Andhra Pradesh, W.P No.34137/2013 dt.24/04/2014* where High court of AP directed Police not to interfere in Civil disputes. The High court of AP *inter alia* observed that….. *"No person can be forcibly summoned to a Police station except in accordance with law, including the provisions of Cr.PC. The High court cautioned the Police to desist from illegal and high handed acts in civil disputes. Exercise of Power,* otherwise than in furtherance of a statutory/legal duty is an abuse of power."

Natural calamities - Cyclones, Tidal Waves, Floods and Earthquakes - Duties of Police

323 **National Disaster Response Force (NDRF)** created in 2006 through Disaster Management Act 2006 is the most visible and vibrant multi-disciplinary, multi-skilled, high-tech force capable to deal with all types of natural as well as manmade disasters and to mitigate the effects of disasters created

Role and mandate of NDRF

a. Specialized response during disasters

b. Proactive deployment during impending disaster situations

c. Acquire and continually upgrade its own training and skills

d. Liaison, Reconnaissance, Rehearsals and Mock Drills

e. Impart basic and operational level training to State Response Forces (Police, Civil Defence and Home Guards)

Vis-à-vis Community- All NDRF Bns are actively engaged in various :

(i) Community Capacity Building Programme

(ii) Public Awareness Campaign

(iii) Exhibitions : Posters, Pamphlets, literatures

Unique Force

a. The only dedicated disaster response force of the world.

b. The only agency with comprehensive response capabilities having multi-disciplinary and multi-skilled, high-tech, stand alone nature.

c. Experienced paramilitary personnel specially trained and equipped for disaster response.

d. Capabilities for undertaking disaster response, prevention, mitigation and capacity building.

Organisation: At present, National Disaster Response Force consists of ten battalions, three each from the BSF and CRPF and two each from CISF and ITBP. **Each battalion has 18 self-contained specialist search and rescue teams of 45 personnel each including engineers, technicians, electricians, dog squads and medical/paramedics**. The total strength of each battalion is 1,149.

1. **Cyclones:** The Coastal belt of the State with its 1030 Kms. coast line is prone to cyclones and tidal waves between October, November and April, May each year. In spite of advanced technologies in

meteorological forecast the damage cannot be prevented in toto but it can be minimized. In cases of damages by cyclone and tidal waves the government takes every effort by constituting committees for disaster management and relief operations. Police should play a greater role in combating the situation for which they need a thorough preparation. It is their major responsibility for prevention of heavy damage and to rescue affected persons, their livestock and properties. A well-planned training is desirable for police personnel to face such situation.

2. **Stages of warning and their importance**: There are two stages of warnings. The first warning is issued as soon as cyclonic storm is located at such a distance from the coast that it is expected to cause bad weather over the coast during the next 48 hours. The second stage warning and subsequent warnings are given by telegrams, which run as "cyclonic warning". From second stage onwards the expressions "cyclone", "severe cyclone" and "hurricane" will be used to indicate the 3 stages of the growth of the storm. Immediately NDRF (National Disaster Rescue Force) should be indented to be in readiness with all equipment. Open a special control room with Police, Revenue, Municipal, Transco officers

Expected wind speed (10 minute sustained winds)	Expected damage
48-63 kmph (Severe cyclonic storm)	Tree branches broken off; some damage to Kutcha houses
64-120 kmph (Very severe cyclonic storm)	Trees uprooted, pucca houses damaged, communications and power supply disrupted
120 kmph and above (Super Cyclone)	Big trees uprooted, wide spread damage to houses and installations; total disruption of communications and power supply

Note: All such warnings are communicated to all the authorities concerned besides broadcasting for information to the public through AIR and all Television Channels.

3. Though no hard and fast rule as to the police arrangement can be laid down, the important duties of the police on such occasions are:

A. Life saving and rescue by evacuation of person from low lying areas.

B. Disposal of dead persons as per the procedure laid down and conveying the injured for medical treatment

C. Prevention of thefts and other crimes

D. Prevention of rumours and panic

E. Care and restoration of missing children and persons

F. Assistance to the revenue, health and other departments in relief operations, health care and rehabilitation

G. Maintaining constant contact between the police personnel on duty, the police station and the District/Area Police Control Room.

H. Activising and organising the villagers in rescue and relief operations and taking assistance of home guards and other voluntary organizations for the same

I. Ensure functioning of the police wireless stations and arrange dispatch of communications to the concerned.

J. All arrangements should be made to safeguard the police station buildings and police wireless installations. Under all circumstances, the police station should function at or as near its original location as possible in the event of the station building itself getting submerged in floods. A quick arrangement should be made by the SHO so that a safe place is selected for the functioning of the police station and the wireless. This fact should be made known to all concerned particularly the district police control room, superior officers, Tahasildar, the District Magistrate and the public.

K. Maintaining order in the affected area particularly at the places where distribution of food, relief, health and rehabilitation camps are being run.

L. Preventing availability and unauthorised sale of liquor.

M. Stoppage, diversion, regulation and restoration of traffic on main highways and clearance of road blocks

N. Familiarising thoroughly with the precautions to be taken when the cyclone occurs, particularly the do's and don'ts circulated by the Commissioner for Relief.

O. A sense of service, mental preparedness and aptitude to help should be instilled in all ranks of police officers while dealing with natural calamities. During institutional training and the weekly training classes in the police stations all concerned should be sensitized as to their duties during such emergencies. It is only on such occasions that the courage, the confidence and the professional skills of the policemen should come into full play.

Tidal waves and Floods

4. The Floods caused by heavy rains and tidal waves are reasonably foreseeable. Floods generally occur during monsoons and result in

inundation of low lying areas, breaching of tank bunds etc. Schemes providing for evacuation of people and cattle from the threatened areas etc. should be drawn for each panchayat or locality and popularised among the people. Out post should be opened wherever necessary. Prevention of thefts by unscrupulous elements is an important duty. The SP should proceed to the scenes and mobilise the necessary force to meet the situations. He should be in touch with the DGP, Collector, Addl. DGP (L & O) and Zonal IG/DIGP. He may requisition the help of Army through the District Collector as per the need. The SDPO of the area should be in general control of the situation under the supervision of the SP.

Earthquakes

5. The duty of Police in the event of earthquake is to take measures for rescue, relief and rehabilitation in the same manner as is done in other natural calamities when they occur. The instructions relating to the duties of the police mentioned in sub-order 3 above apply in case of the damage caused by earthquakes. The other important aspect is rushing of help to the affected places. The District Collector and the Superintendent of Police should rush help to the affected areas in their neighbouring districts even without waiting for instructions from the headquarters and take all such measures as the Collector and Superintendent of Police of the affected district would require for all rescue and relief operations. In such situations every effort must be made to boost the morale of the affected people, as their morale will be in a shattered state at that moment.

VIP Security

General

324-1. VIPs or VVIPs mean very important persons, or very very important persons. They are either Ministers of Government of India, Government of AP or other States and other dignitaries from other countries. The VVIP is a term generally referred to the PM or President. There are other dignitaries who do not hold any official position but held positions are leaders with large following from the public. There are other public functionaries who do not hold any political positions but are considered important. These persons face varying degrees of threat by virtue of their views, positions and postings. The duty to provide security to these VIPs/VVIPs is entirely on the police and its specialized wings.

2. Gathering information, intelligence, acting on it rests with the local Police and Intelligence Branch, while proximate security rests with the specialized groups detailed for the purpose.

3. Accurate intelligence is an important input in this respect. Most assassinations are due to lack of accurate and specific information.

4. The persons chosen for proximate security should be well trained and briefed. The Addl. DG/IGP Intelligence should so organise the system so as to collect, secure and communicate intelligence and secondly lay down duties, responsibilities and training for all those connected with security.

Security of VIPs to be borne in mind by all Police Officers

325. Certain important and vital points as given below regarding the security of VIPs should be borne in mind by all Police Officers.

1. Protocol and courtesies should not be confused or mixed up with security.

2. The best security is ensured by a small number of dedicated and professional policemen and not by large numbers.

3. Uncontrolled public exposure of persons who face maximum threat, increases the risk and strains the resources of police.

4. Discreet arrangements and not ostentation should be the guiding principle.

5. Liaison for security arrangements should be with a view to ensures security with least possible strain on police resources.

6. Regulatory functions are different from security functions and should be dealt as such.

7. The effect of security alone should be visible and not the security.

Responsibility of safety of VIPs – to be with Local Police

326-1. The responsibility of the safety of VIPs rests entirely on the local Police within whose jurisdiction, the VIP happens to be present. It is important to note that the rules laid down for the protection of the VIPs are guidelines that are intended to be applied to each case, occasion, place and the circumstances based on the threat perception for each VIP. The threat perception should be assessed individually. Senior officers should do this assessment at district level and the arrangements made for the security of the person accordingly. The local officers should also pass on the information to SP Intelligence/ Security. Local authorities are responsible to take additional precautions, if the circumstances so demand, or if there is any information specifically posing a threat to a VIP's security in the area. These instructions on VIP security should be imparted to the officers and men by way of lectures, by practice on parade ground and by

exposing the police officers to the arrangements made at the time of the visits of the VIPs. The scale of arrangements cannot be mechanical but only by threat assessment, in each individual case.

2. The tasks of the police force employed on such occasion are to ensure:

A. the personal safety of the VIP;

B. that the functions which the VIP attends pass on smoothly and there is no hindrance for the passage of the VIP;

C. that the public assembled on such occasions have the full opportunity to see and hear the VIP without inconvenience or obstruction; and

D. that the normal tranquility and Law and Order of the place are fully preserved.

3. The security must be given with out causing much inconvenience to public like stopping of traffic for longer period. Over enthusiasm for providing more than the necessary security may lead to avoidable inconvenience and criticism. Hence a balance approach without compromise on security should be taken.

Details of duties to be performed

327-1. The duties of the Officers and men drafted for various functions of the VIP are wide and varied.

2. The persons requiring security depending on threat perception, the scale and nature of standing security arrangements to be made are intimated by intelligence branch. The instructions regarding security at residence or while on tour are also given in detail by the Intelligence and Security Wing. The security men posted on such specific duties should perform those duties in the manner instructed. The Addl. DGP Intelligence in coordination with IGP Training will organise short-term courses to keep the security personnel properly oriented and trained. The duties of guards and escorts meant for VIP security are given in the Chapter on Guards and Escorts which should be a part of training both at induction level and in-service.

3. A small number of uniformed Police should be present at the gate and near the place of the function to check invitations and to prevent people from gate-crashing. Plain clothes men should be posted at suitable places around the perimeter of the place to prevent surreptitious entry of intruders.

4. Personal safety of the VIP while travelling by rail, by road or by air.

A. **Journey by air:** Ordinarily no escorts or safety precautions are needed while the VIP travels by air. However, arrangements should

be made for appropriate security and regulatory measures at the airports during departure and arrival.

B. **Journey by train:** If the VIP travels by a special train, a thorough search wherever it is warranted or specifically instructed, of the train should be made by the Police at the starting station, and a guard will be mounted after search. If a special coach is attached to an ordinary train similar precautions should be taken to search and guard the coach. The staff deputed on this duty should be well conversant with their duties. Arrangements for the guarding of bridges, culverts and railway track should also be made wherever indicated.

C. **Travel by Road:** The rules laid down for journeys in urban and rural areas should be generally adhered to. Discretion should be used, however, in special circumstances such as dusty long stretches of roads in rural areas or stretches of winding roads with numerous crossroads in urban areas. The guarding of culverts, bridges or anti-sabotage check of roads in terrorist affected areas may also be necessary.

5. Control of crowd lining the routes during the passage of the VIP.

A. **Regulation of Crowds:** Excessive or unnecessary display of uniformed men should be avoided, as the object of arrangements is security. The police role is limited to liaison for the purpose of security and prevent stampede or harm to the VIP. It is essential that the time of the VIP's journey is made known to the policemen on duty, to make them aware as to the need for their greatest attention on security well before the actual arrival and at the time of passing through of the VIP. Whenever there is any unscheduled short halt, those on duty should keep an unobtrusive watch to prevent any disorder or attack.

B. Only officers of and above the rank of Inspector should salute the VIP. Others should stand to attention if their duty permits.

C. It is necessary that the police officers posted in the rural areas are adequately trained and briefed. It is emphasized that there should be no regular route lining by the police in the rural areas.

6. Regulation of traffic both pedestrian and vehicular may be done keeping the following guidelines in mind :

A. **Urban areas:** The traffic points should be manned by traffic police, helped at very heavy cross-roads with one or two officers of the Civil Police. Traffic should not be stopped but regulated and whenever stoppage is absolutely necessary it should be of very short duration. It generally happens that after the motorcade of the VIP has passed, the traffic arrangements are relaxed or almost given up. This causes

great hardship and inconvenience to other vehicular traffic. Officers should be trained to realize this aspect and should continue to control the traffic as efficiently as possible till the congestion is minimized and the normal traffic conditions are restored.

B. **Rural areas:** The principles mentioned above apply here also with a few modifications. In rural areas there may be a preponderance of slow moving traffic such as carts etc. Adequate arrangements such as drawing the animals to the side, stopping them altogether or even unyoking them from the carts should be made.

C. **Arrangements at Public meetings:** It is very important that the officers and men posted for duties at public meetings know thoroughly the exact duties which they have to perform. The meetings should be arranged according to the prescribed plan. It should be ensured that the organisers provide a good public address system, besides good lighting arrangements at night and alternative source of power, in case of failure of lighting and loudspeaker system.

7. Security, traffic and crowd regulation measures are to be taken at the place of public meeting, bearing in mind the following points :

A. Ensure that the public do not get up and obstruct the view of the VIP and that they enter and leave the place in an orderly manner.

[Rc. No. 464/ N/61, dated 6th March, 1963] (III List 30th June, 1964)

B. The public must be allowed to see and listen to VIP and any attempts to disturb the meeting must be tactfully dealt.

C. A reserve of uniformed Police should be kept ready nearby to provide reinforcements in case of any emergency.

D. The police should ensure that the audience leaves the meeting place in the same manner as they entered and that all arrangements do not go haywire, the moment immediately the VIP and other important personages leave the meeting. It is duty of police to see that there is no stampede or free-for-all.

Protective arrangements for VIPs

8. Comprehensive instructions have been issued by the Government of India, the Director, Intelligence Bureau, the State Government and the Director General in the matter of protection to be afforded to VIPs and VVIPs during their journey through and stay in this State. These instructions are contained in the several booklets issued from time to time. All officers whose duty is to arrange and supervise bandobust for VIPs should make themselves fully conversant with

these instructions. When necessary, the DGP or Addl. DGP L&O may call for schemes of bandobust for the protection of particular VIP and approve them. In all cases of doubt, officers should seek orders from the Addl. DGP Intelligence and Security.

Union Ministers and Ministers of other States

328-1. When a Cabinet Minister, Minister of State of the Government of India or the Chief Minister of another State arrives to State Headquarter, the Collector of concerned district and the Commissioner of Police or the Gazetted Assistants deputed on their behalf will meet the Minister on arrival and see him off at the Airport or at the Railway Station, as the case may be. The Gazetted subordinate officer to the Collector and the Deputy or Assistant Commissioner of Police will meet the Chief Minister of another State on arrival at the State Headquarters and see him off at the Airport or Railway Station, as the case may be.

2. When a Cabinet Minister, Minister of the State of the Government of India, visits the Headquarters of a District or any other place in that District, the Collector and the Superintendent of Police or a Senior Revenue and Senior Police Officer present at the Station will meet the Minister on arrival and see him off at the time of departure. If the District Officers are on camp they need not return from camp for this purpose, but it will be sufficient if the Officers on their behalf receive and see them off. Except on ceremonial occasions only minimum arrangements should be made for the reception etc. of the Union Minister's visit to the State and it is not necessary for too many officials or others to be present on such occasions. When a Union Minister visits any place in the District to attend a State function as a representative of the Union Government the Collector and the Superintendent of Police of the District will receive him at the station at the time of arrival and also see him off at the time of departure.

3. When the Chief Minister of another State visits the District, the Collector/Joint Collector and the SP/Addl. SP may receive and see him off. If on tour, Courtesies are not necessary when he merely passes through the district. In the case of the Chief Ministers of other States also, the District Officers need not break camp. It will be sufficient if the Gazetted Officers on their behalf receive and see them off.

4. Officials need not meet the Ministers of other States visiting or passing through the State.

5. When a Minister, Minister of State or Deputy Minister of the Union Government or a Minister of another State arrives to State

Headquarter, either the Collector of concerned district or the Commissioner of Police or the officer deputed on their behalf will meet him at the station/Airport on arrival. The other courtesies to be extended to them are:

A. During visits to the headquarters of a district or any other place in that district, the Collector, if he is present or senior-most Revenue Officers at the place, should meet him on arrival.

B. If the visit is to attend a State function as a representative of the Union Government or the State Government, as the case may be, the Collector of the district should receive him at the station/Airport on arrival.

C. If their visit is of a private nature, no special arrangements of any kind need be made.

D. When the arrival of a Minister is public or semi-public, in the sense that it is connected with a public function or ceremony, and when the arrival is by train, formal police arrangements should be made at the railway station to receive him. The arrangements should, however, be limited to the preservation of order and keeping the platform clear, and need not ordinarily be personally supervised by the Superintendent of Police.

6. Arrangements for Deputy Ministers need not be so elaborate as in the case of Ministers of Cabinet Rank and Ministers of State. For instance, while the District Officers should receive the Deputy Minister on arrival and also see him off, if they (the District Officers) are at Headquarters or very near. However they need not, if on tour, break camp specially to do so. The senior - most Gazetted Revenue and Police Officers available at the place should receive and see them off.

7. It is not necessary for the State Government to make arrangements to receive or see off any Minister of the Government of India if he arrives or departs by air or by train or by car after 9 p.m. and before 6 a.m. It is also not necessary for any civilian Officer of the State Government to meet a Minister of the Government of India, as a matter of courtesy, if the latter is in transit whether by day or by night. If, however, a Minister wishes to be met by an Officer of the State Government when he travels by the night air service or in transit or desires any facilities to be provided, such as transport arrangements will be made accordingly if it is specifically indicated in the tour programme. However, the Police Officers concerned should remain present during the arrival and departure of Ministers at all times for security purposes.

Ministers of AP State

8 A. When a Minister of the State visits a district for the first time, the Collector and the Superintendent of Police should call on him even by breaking camp if necessary. However, if there are adequate reasons not to personally receive the Minister they should at the earliest opportunity explain the position to the Minister and ensure that adequate arrangements are made for his reception by deputing other senior officials having jurisdiction. During subsequent visits of the same Minister to District Headquarters, the Collector and the Superintendent of Police should also call on him if they happen to be in the station but need not break camp. They should ensure that responsible Senior officials are deputed for the reception of the Minister and the usual courtesies and facilities are extended.

B. Except for the first time when a Minister visits places other than the Headquarters of a District, it will not be necessary for the Collector and the Superintendent of Police concerned to leave Headquarters in order to meet the Minister, unless they are camping at the same place in which case meet him on arrival.

C. In either case referred to in (A) and (B) above, the Collector or the Superintendent of Police or their Gazetted Subordinate Officers should take leave of the Minister in case they have other immediate work to attend to.

D. If a Minister visiting a District wishes to discuss any matter with the Collector of the District or with the Officers of the department he sends advance information as to dates and subjects for discussion to the Collectors and the Officers concerned who should then invariably meet him at the appointed time and place.

E. If a Minister visits Headquarters of the District the principal Departmental Officers in the Headquarters of those departments in charge of the Minister should call on the Minister whether they have received intimation from him as above or not. If such Officers happen to be on tour they are not expected to break camp to see the Ministers unless the Ministers programme indicates that he wishes to see them.

F. If a Minister visits a place to attend a State function as a representative of the whole Government and, therefore of the Governor himself, the Collector and the Superintendent of Police, should receive him at the station/Airport on arrival.

G. When a Minister is visiting a district station partly for public and partly for private purposes, the entire visit should be deemed to be a public one and arrangements made accordingly.

H. When Ministers are on tour in the District in their private capacity and they desire the same to be treated as such, the PA should ensure that their tour programmes clearly indicate the same.

I. When civic receptions to Ministers or other Official functions are arranged by Departments the Collector and SP and other departmental officials, if present, at Hqrs. should attend, but not by breaking camp. Neither the Collector nor the other Officers need attend meetings or functions arranged by political organisations.

J. If a Minister visits a District which is his own District at frequent intervals, the District Officers concerned need not receive him or call on him after the first visit unless specifically asked to by the Minister.

[Rc. No. 630/N/63, dated 31st July, 1965] (III List 30th Jun 1964)

K. Whenever the Chief Minister or Home Minister visits a District, the Superintendent of Police should receive him on arrival and be present with him through out his tour in the District. If the presence of the Superintendent of Police is required elsewhere in the District during the visit of the Chief Minister or Home Minister, he should, except in exceptional circumstances, make it a point to meet him immediately on arrival in his jurisdiction apprise him of the situation and then go. In the case of visits of other Ministers of this State, if the Superintendent of Police happens to be in the headquarters, he should call on them, but need not accompany them in their tours in the district. If, however, the Superintendent of Police is away from headquarters, he should meet them only if sent for. He need not return from camp just for meeting them. This also applies to Sub-Divisional Police Officer.

9. Guard of honour should not be provided except when the Governor is present on a public visit or for a ceremonial occasion, or when a Minister visits a place to attend a State function as a representative of the whole Government and, therefore, of the Governor himself. In such cases special arrangements should be made and personally supervised by the Superintendent of Police or the Sub-Divisional Police Officer.

10. Gazetted Officers need not alter their tour programme or return to headquarters to receive a Minister, unless the Minister has expressed his desire to meet them for public or official reasons. In that case, they should be present to receive the Minister on arrival keeping SP informed.

11. Gazetted Officers need not necessarily be present at the railway station to receive a Minister, except under the conditions (F) and (G) above.

12. All Gazetted Officers should make a point of calling at the place of stay of a Minister, if they are present in the station during his visit and brief the SP of the proceedings of the meeting. This is, of course specially necessary in the case of the Home Minister.

Duties in regard to aircraft, road and other accidents

Search and rescue of aircraft in distress

329-1. Chapter V and other relevant extracts from the booklet "Organisation and Procedure for Search and rescue of Aircraft in Distress" circulated by the Government of India, are reproduced in Annexure 16 for the information and guidance of all concerned. All Police officers should be familiar with them.

2. Dropping of articles and descents by Parachutes:- No person shall drop or project or cause or permit to be dropped or projected from an aircraft in motion anything except ballast in the form of fine sand or water, provided that nothing in this rule shall be construed as preventing the dropping of separate sheets of paper containing printed matter in any place if the written permission of the District Magistrate, or the Commissioner of Police is first obtained in each case.

Aircraft Accidents - Procedure

Procedure to the followed in case of aircraft accidents and serious incidents is given in Air Traffic Management Circular No. 7 of 2012 dt. 6-11-2012, by the Airport Authority of India, Directorate of Air Traffic Management, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-3. (e-mail : edatm@aai.aero)

330-1. On the occurrence of an aircraft accident, the Village Secretary, or Panchayat Executive Officer of the village in which the aircraft lands should at once report the matter to the nearest (i) Magistrate and (ii) Police Station or outpost. If any person is injured as a result of the accident, the Village Secretary, and the Panchayat staff should also report the matter to the nearest medical Officer. The report of the Village Secretary or Panchayat Executive Officer should include as much of the information as available on the points mentioned below:

A. Type, Nationality and Registration marks of the aircraft;

B. Name of owner, operator and hirer, if any, of the aircraft;

C. Name of the pilot-in-command;

D. Date and time (IST) of the accident;

E. Last point of departure and point of intended landing of the aircraft;

F. Position of the aircraft with reference to some easily defined geographical point;

G. Number of passengers;

H. numbers killed or seriously injured and their names with addresses;

I. Nature of the accident and the extent of damage to the aircraft so far as is known;

2. If the report of the Village Secretary / Panchayat Executive Officer discloses that the persons connected with the aircraft have been killed or injured and are incapable of sending a report themselves on the accident, the police officer or the magistrate who comes first in possession of the information should immediately send a message to the Director-General of Civil Aviation, New Delhi, by the quickest available means with a copy to the Officer in-charge of the Area Inspection Office. The message should be based on the report of the Village Secretary or Panchayat Executive Officer including all available information on the points referred to in suborder (1) above. The Police Officer shall thereafter immediately proceed to the scene of the accident.

[R. Dis. No. 1090/A1/65, dated 11th October, 1965 of IGP AP]
(V List -31st December, 1965)

3. Where an accident occurs, in which any person suffers death or serious injury as a result of being in the aircraft or by coming direct contact with the aircraft or anything attached thereto, or the aircraft receives substantial damage, the person in command of the aircraft or, if he be killed or incapacitated, the owner, the operator the hirer or other person on whose behalf he was in command of the aircraft, as the case may be shall send a notice thereof to the Director General, and give information to the District Magistrate and the Officer in-charge of the nearest Police Station. The notice and information shall be sent as soon as possible and by the quickest means available and in any case within 24 hours after the occurrence of the accident.

4. If information, oral or written, about the accident is received otherwise than on the report of a Village Secretary, Panchayat Executive Officer, the Police Officer or the Executive Magistrate first in possession of the information should at once proceed to the scene of the accident and send, if possible in coordination with the Officer in-charge of the station and the local Aircraft Control, the message referred to in sub-order (2) above giving all available information on the points referred to in sub-order (1) above to the Director-General of Civil Aviation, New Delhi, by the quickest available means with a copy to the Officer in-charge of the Area Inspection Office.

5. The Village Secretary or Panchayat Executive Officer will also take steps to guard the wreckage and the surrounding ground, etc., as detailed in Section II of the "Notes for the guidance of local authorities in the investigation of accidents to air craft" given as Annexure 16. The arrangements for safe-guarding evidence normally include:

A. Guarding of the wreckage (Village Secretary or Panchayat Executive Officer and the local police are responsible for this);

B. Collection and sealing of all documents which may be required for the investigation;

C. Taking photographs/videographs of the wreckage; marks on the ground etc. These photographs must be taken by the Police Officer present and should be supplemented by sketches;

D. Preservation of any parts of the aircraft or relevant matter picked up away from the wreckage, the positions at which they were found recorded on a sketch together with the names and addresses of the persons finding them;

E. Recording the names and addresses of all eyewitnesses and any action as may be necessary by circumstances peculiar to the accident.

F. All evidence collected and any other assistance, which can be given by local department officers, will be made available to the investigating officer of the Civil Aviation Directorate on his arrival.

G. If there is any delay in the arrival of such investigating officer, such information as is considered useful to supplement the report already sent to the Director-General of Civil Aviation should be sent by the Police Officer on the spot. Copies of these reports should be sent by the quickest possible means to the District Magistrate, and to the Superintendent of Police, who in turn, will keep the Zonal Inspector-General/Deputy Inspector-General of Police informed.

H. The Medical Officer will, on arrival attend to the injured persons. As regards any persons who have been killed as a result of the accident, the Magistrate or Police Officer will proceed as in the case of other accidental deaths.

I. There must be no delay in permitting the police, or the airline operator in the absence of the police, to remove the deceased after identification, if possible. The position from which each body has been removed and its condition should be noted. Videographs/ photographs and sketches, if practicable should supplement this information. The responsibility for the removal and disposal of bodies in an aircraft accident, as in any other accident, is that of the police. The village officers arriving earlier should ensure that the bodies are

covered up properly till they are removed. All possible assistance should be given to the police to remove the bodies as soon as possible. The police, who will take charge of the bodies at the scene of the accident, will hand them over to the operating company, after the formalities are completed. The owners of the aircraft are responsible for the disposal of the bodies, i.e. for handing them over to the relatives of the deceased or arranging their funeral.

J. In case of death of pilot the police and the aircraft operator should be informed that postmortem examination of the pilot might be necessary, specially if information is available that the aircraft crashed out due to loss of control or due to sudden incapacity in the flight or due to any other criminal activity.

K. Police Officers will work in close co-ordination with and render such assistance as is required to the investigating officers of the Civil Aviation Department. As regards the further action by local authorities described in Section III of the "Notes for the guidance of local authorities in the investigation of accidents to aircraft" this will be conducted by such person and in such manner as the District Magistrate may direct.

G.O.Ms.No. 1107, G.A. (Gsn.B) dt.18-7-1957 of AP

6. It has to be noted that the Indian Aircraft Act, 1954, or the rules made thereunder do not lay down the duties and responsibilities of Police Officers. The Director-General of Civil Aviation, New Delhi, considers that the administrative requirements of his department will be satisfied if the police take the following action when they become aware of an accident occurring in their jurisdiction.

A. In addition to removal and preservation of damaged aircraft and prevention of interference with it, the police should, immediately on receipt of information about an aircraft accident, notify the Director-General of Civil Aviation, by the quickest means possible.

B. In the absence of an Officer of the Civil Aviation Department the police should take effective steps to safeguard evidence and ensure that all papers and other articles, which may be strewn about the wreckage area are collected and kept in safe custody for handing them over to the Inspector of Accidents. Components of the wreckage and other relevant material should, however, be left where they lie unless it is not possible to do so for any special reason in which case the positions in which they were found should be accurately recorded in a sketch, together with the name and address of the persons, finding them.

C. All marks made by the aircraft on the ground should be preserved by preventing access to the area covered by the wreckage trail.

D. Statements recorded by the police from persons who may have witnessed the accident should be made available to the Inspector of Accidents. The police should also assist the Inspector of Accidents in collecting evidence.

E. Adequate guard should be maintained until the Director-General of Civil Aviation releases the wreckage.

G.O.Ms.No. 1371, Home dt.25-4-1953.

7. For offences under the Indian Aircraft Rules, prosecutions are normally launched with the approval of, and under instructions from the Government of India. The Police in the normal course of their duty may deal with other offences. If necessary, the Civil Aviation Department will assist the police in the analysis of evidence, and, in due course, release to them the findings of their investigation.

Accident to IAF Aircraft

8. The event of an accident of an IAF aircraft away from its airfield, it is essential that information in this regard is communicated to the nearest Indian Air Force Authority expeditiously and by the fastest possible means. Such action is imperative in order to enable the Air Force Authorities to effect:–

A. Timely rescue;

B. Investigation to determine the cause of accident before any of the material evidence is destroyed or tampered with;

C. Assessment of damage to Civil/Government property if any; and

D. Salvage operations.

9. Generally, it is the local police authorities who first receive information of such occurrence. They should, therefore be aware of the action required to be taken in order to achieve the above mentioned objectives. They should use the communication facilities available with other Government agencies such as Railways and Telecommunications. Action required to be taken by various Police Authorities in this respect is given in the succeeding paragraphs.

10. As soon as an aircraft accident comes to the knowledge of any local police authority, it should be communicated immediately to the nearest Air Force Organisation or Civil Aerodrome by the fastest available means. The Civil Aerodrome Authorities at Hyderabad, Vijayawada, Tirupati, Kadapa and Visakhapatnam, Chennai or Bangalore would

be in a position to relay such information expeditiously to Air Headquarters. The text of the message, as far as possible, should adhere to that given in the appendix. Such messages should be accorded the highest precedence applicable to the type of communication. The message should be addressed and routed directly to the nearest Air Force Authority. Any delay in the communication of this message that is likely to occur as a result of conflict in the area of jurisdiction i.e., the place of accident as related to the nearest Air Force Authority, should be avoided. For this purpose various Police Authorities at all levels should keep themselves informed of the location of the nearest Air Force Authority. In AP State, the nearest Airport, Direcotor is the proper authority. There are Air Force Stations at Bidar, Chennai, Bangalore and Nagpur as well. The districts, which are nearer to these, should keep themselves informed of the Telephone numbers of these stations.

11. In the event of any surviving crew member/passenger involved in the accident wishing to contact Air Force Authorities, all available communication facilities should be extended.

12. **Security:** Until relieved by the Air Force Authority, the Police to whom the accident has been reported must provide suitable facilities to guard the wreckage and to prevent the wreckage from being tampered/ disturbed. Disturbance of wreckage to the extent necessary to save human life and valuable equipment may be resorted to and this should be recorded. Where it is not possible for some agency to provide suitable guard, they are to request the Civil Police/Military/Naval Authorities for the same.

13. **Investigation:** To help proper investigation into the cause of the accident, the Police authority to whom such an occurrence has been reported, should also prepare a list of eye witnesses to the accident.

14. **Search facility for missing aircraft:** In the event of Air Force Authority seeking the help of any of the Central or State Government in the search of a missing Indian Air Force Aircraft, all possible help is to be rendered by treating such request to be of utmost urgency.

APPENDIX

Details of Aircraft Accident Message

1. Date and time of accident

2. Type, number of and identification markings appearing on the aircraft, nationality and registration marks of aircraft.

3. a. Name of the pilot

b. Name of the owner, operator and hirer of the aircraft.

c. Nature and purpose of the flight.

4. Place of accident

5. Nature of injuries to the Pilot/Crew/Passengers and his/their present location

6. Number and nature of injuries to non-occupants of the aircraft, if any.

7. State of Aircraft with reference to some easily defined geographical point, latitude and longitude.

8. Details of damage to civilian property, if any.

9. Advisory route that should be followed to the scene of accident.

[G.O Ms.No. 1400, Home (Police-D) Department, dt 22nd June 1966, Govt of AP] (No. 4402/C2/65) (VI List 31st December 1969)

[ED/ATM/2012/212501/ATMC/Proc dt. 6-11-2012]

Road accident causing death or bodily injuries

(Ref. Supreme Court directive in WP (Crl) 270/1988, and the recommendations of the Supreme Court Committe on Road Safety (Lr. No. 5/2014/CoRS-3 dt. 18-8-2015)
(G.O.Ms. 1371, Home, 25-4-1953.)

331-1. Whenever a road accident occurs involving motor vehicles whether causing death or injury to any person(s), or not the duties of the police are detailed below:

A. The police officer should rush to the spot, when he comes to know about the accident. Take photographs/videography of the scene.

B. The injured if not shifted already should be rushed to the hospital, following 'golden hour' principle.

C. The officer competent to investigate should be informed.

D. The scene of accident should be cordoned off and proper diversion provided so as not to interrupt traffic.

E. In the hit and run cases, information should be passed on to the other Police Station, highway patrols in the direction in which the runaway vehicle has gone.

F. Arrangements should be made for giving a chase to the vehicle if possible.

G. The names of the witnesses should be recorded and clues available at the scene should be preserved until the investigating officer arrives.

H. The investigating officer should rush to the spot on receipt of information.

As per WP (Crl) 270/1988 Supreme Court Judgment in *Paramanadh Katara v/s Union of India,* the Supreme court directed all medical doctors to save life of an accident victim and help in affording expert care.- 1989 Sec (4) 286., 1989 AIR 2039.

Train Collisions

2. In cases of accidents due to train collision at manned or unmanned level crossings, the casualties are likely to be high. Detailed photographs have to be taken. Videography should be done from all angles. Government/Private hospitals to be alerted. Immediate action to identify (based on cell phone/Reservation ticket chart etc, and tagged with name/number with compartment number for conduct of inquests and postmortem examination should therefore be taken. While in general it is necessary to conduct inquests for all the dead bodies duly photographed, fingerprints isolated/DNA taken, by utilising as many officers of the rank of HC or above as possible; the postmortem may be done only, if necessary. As the cause of death is apparent, a certificate from the Medical Officer is adequate. The Railway Police should be informed promptly and clearance for restoration of rail and road traffic should be done with least possible delay. Wide paper publicity, TV scroll of unidentified persons should be taken. NDRF (National Disaster Response Force) help may be taken in major accidents.

3. Whenever a road accident involving motor vehicles causing death or bodily injury or damages (other than trivial damages) occurs or reported, the SHO shall, after prompt enquiry, prepare a report in duplicate in Form 49. In respect of other accident not involving motor vehicles a report in Form 49-A should be prepared. These two should be forwarded in original without delay to the SP through the usual channel, the duplicate being retained in the station.

A. When these reports are received the details will be recorded in two separate ledgers in Form 50 in DCRB.

B. Quarterly returns shall be prepared from these ledgers by the DCRB in Form 51& 51-A in respect of motor vehicle accident and non motor vehicle accidents respectively and sent to IGP CID in charge of SCRB and the Zonal IG/DIGP with a copy to the DM. The SCRB shall send quarterly returns to the NCRB and the Central Road Traffic Board before 15th of the following month. The SP/CP should include an analysis of the causes of road accidents in the administration report every year.

4. The following instructions should be observed when filling up the forms:

   A. Each accident causing death or personal injury irrespective of the number of persons killed or injured or in which more than one vehicle is involved or in which only the driver or the rider is killed or injured are treated as only one accident.

   B. The accident cases in which the persons died after the end of the quarter but before the report is dispatched should be included in the same quarterly report.

5. 'The vehicle to which the accident was attributed' means:

   A. where only one vehicle was concerned, that vehicle, and

   B. where more than one vehicle was concerned, the vehicle to which the accident can be attributed *prima facie.*

Boat accidents

6 A. Boat accidents are caused either due to overcrowding or defect in the boats, either mechanical or otherwise. The PWD authorities are responsible for mechanical soundness and village Panchayats for regulation. Many of these accidents take place during festival seasons or floods. The duties of police are both preventive and punitive. When there is likelihood of overcrowding, a police officer should be posted.

   B. When a boat tragedy occurs the police officer should rush to the spot and make arrangements to rescue and trace the persons. If necessary swimmers, divers and other boats should be engaged. Witnesses must be secured and examined during investigation. Injured should be sent to hospital. Services of NDRF personnel may be taken depending upon the gravity.

Apprehension of Military Deserters

332-1. In the case of military deserter/absentee, military units will send express letters to (I) Local police, (ii) Railway police, (iii) The Superintendent of Police of the district to which the deserter belongs, (iv) The Dy. Commissioner/Collector of the district, (v) The Addl. Director General of Police, CID of the State where desertion takes place as well as deserter belongs to. (Refer Annexure 26 of APPM Part - II)

2. In case of desertion with Arms or collective desertion, communications will be sent by signals and also with express letters with clear details.

3. The Superintendent of Police of the District on receipt of the report shall forward it in original to the concerned police station. The SHO on receipt of information from the SP or on the receipt by him shall make efforts to trace him.

4. In the course of the tracing the deserted the police should checkup his home, his relatives and also such other places, as he is likely to visit. The beat Constables should be provided with details of identity.

5. When a Deserter/Absentee is apprehended or surrendered the SHO should send information by quickest possible means to the nearest regimental centre or military unit and arrange the dispatch of the Deserter/Absentee to that centre under civil police escort.

6. The Deserter/Absentee may be kept in the station house lockup for as little time as possible before despatch.

7. The escort shall be given an apprehension certificate in form 1 AFD 9, 10 obtainable from defence department.

8. The original desertion/absentee report shall also be handed over to the escort. Both the certificates are to be signed by the SHO and these certificates will be handed over by the escort to the unit to which the deserter/absentee is handed over.

9. On return of the escort to the police station after handing over the deserter/absentee, a bill in duplicate covering the escort charges will be prepared by SHO and sent to the SP along with the certified copies of the desertion/absentee report and the apprehension certificate.

10. The SP after verifying the bill shall send a copy of the bill and its enclosures to the D.T.O. for raising a debit against the Controller of Defence Accounts through the Accountant General.

11. An entry will be made in the general diary from time to time, i.e. from the time of receiving the information from the unit about the deserter till the escort Constables returns after handing over the deserter to the unit.

12. In this connection, police officers are entitled to arrest with out warrant any person suspected to have been a deserter from the defence forces as provided under section 41 (f) of Cr.P.C.

Police to accompany troops on the march

333-1. If a requisition is made by Defence Authorities, that troops on the march require Police officer to act as local guides, a Sub-Inspector and adequate number of HCs and PCs may be provided to accompany them.

Soldiers shooting practice - guidelines

2. The following guidelines should be implemented:

The Police and Revenue authorities with the help of village administrative and police officials, Panchayats and other local bodies, and voluntary bodies should give wide publicity to the areas where

the Army Units have their target practice. The target practice is a part of the training of the Army. The Civil authorities are bound to provide all assistance, protection and keep the locality people fully informed to keep away from the areas marked for field firing or target practice. They should effectively intervene in all disputes or affrays between soldiers and villagers and settle all problems that arise from time to time. The local people should be prevented from taking law into their hands and attacking soldiers. The Army authorities are required to give information about any of these field firing or target practice exercises to the local police. The SHO of Police station with the help of Tahasildar concerned is responsible for rendering all assistance to Army authorities in this regard.

Election Duties

334-1. Free and fair conduct of elections is hallmark of a vibrant and healthy democracy. Electoral process constitutes the central pillar for any democracy and it is the mechanism through which it forms representative Government. If elections are not conducted in a fair and impartial manner, it may lead to very serious break down of peace and public order. The police has to therefore, play a very important role of maintaining law and order effectively with a view to create atmosphere conducive for the conduct of elections in a peaceful, free and fair manner. The police organization is bound by the onerous duty of ensuring that the biased power and social structures aggravated by muscle and money power do not create imperfections in the conduct of elections. A favourable atmosphere has to be created wherein the common man feels confident that he can exercise his franchise without any fear. It should also be realized that a fair and impartial conduct of elections will result in an appreciation of the role of the police organization and a better public image of the organization.

2. To achieve this objective the police officers have a bounden duty to organize elaborate bando-bust arrangement, for smooth conduct of entire election process besides collecting intelligence regarding the forces which are likely to interrupt election process or create law and order problems, the areas and troublesome places which are prone for faction or extremist or electoral violence like rigging, booth capturing, impersonation, etc., and take such preventive measures which are necessary and sufficient for conducting elections in a free, fair and peaceful atmosphere.

3. As per section 28-A of Representation of Peoples Act 1951, the returning officer, assistant returning officer, presiding officer, polling officer and any other officer appointed under this part, and any police officer designated for the time being by the State Government, for

the conduct of any election shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of the notification calling for such election and ending with the date of declaration of the results of such election and accordingly, such officers shall, during the period, be subject to the control, superintendence and discipline of the Election Commission of India.

The main duties of Police during Elections are:

4 A. Maintenance of Law and Order before, during and after the Election.

B. Maintenance of order at polling stations.

C. Guarding polling stations and ballot boxes.

D. Escorting ballot boxes from the polling centers to the collection centers and guarding ballot boxes at the collection centers and counting centers.

E. Providing bandobust at the time of counting of votes and announcement of the results.

F. Ensuring that the voters are able to exercise their franchise without being intimidated, harassed or subjected to coercion etc., in a peaceful atmosphere, and that the polling is held in a peaceful, orderly, fair and free manner.

G. Providing special protection to the members of the weaker sections of the society to enable them to cast their votes without any fear.

H. Extending necessary assistance to Election Observers, ROs and other officers connected with election process for smooth conduct of elections.

Pre-Poll Duties of police

5. The pre-poll period commences the moment election schedule is announced by Election commission and ends on the day prior to polling day. During this period police has to play very important roll in maintaining law and order, curbing the activities of anti social elements, regulating the conduct of procession and public meetings and building up the confidence of the common men in the electoral process. Police has to ensure that electioneering is done in a peaceful and lawful manner and that the incidents of violence and unlawful acts are prevented. The following are some measures which police should undertake.

A. Provide adequate bandobust for all procession and public meeting conducted by various political parties.

B. Provide adequate bandobust at the offices of returning officers at the time of filing nomination by prospective candidates, so as to prevent any untoward incident there. The processions taken out while proceeding to file the nomination should be regulated and videographed.

C. Model code of conduct issued by Election Commission of India, which comes with effect from the day, this election dates are announced, should be strictly implemented. Any violation of Model Code of Conduct by any party or candidate should be intimated to the Election Commission, DGP and District Election Officer/Collector.

D. Strict action should be taken to prevent electoral offence provided in Representation of People Act 1950, section 171 of IPC and other Acts.

E. After the list of contesting candidates has been finalized by returning officer, police escort with videograph should be provided to the candidates if the security scenario so demands, otherwise no. of PSOs commensurate with threat perception should be provided.

F. Proceedings of all election meetings, rallies, processions etc., should be covered and videography should be done for important meetings/ rallies.

G. Police should unearth illicit firearms, bombs and other lethal weapons, keep a watch on the raw material for manufacture of lethal weapons and bombs and their manufacturers.

H. All kinds of trouble mongers should be identified like rowdy sheeters, bomb makers, hired assassins, bootleggers, communal offenders and security proceedings initiated. NBWs pending against such elements should be executed.

I. Illicit distillation (ID) and distribution of ID Arrack and liquor should be curbed and the help of Excise Department should be taken in this regard.

J. Check post should be established at nodal points on important roads for checking anti-social elements, carrying of weapons, bombs etc.

K. Police and Revenue authorities should attempt to create awareness among the general public mainly in rural areas, about the importance of casting vote in a democracy. A propaganda through meetings, news papers audio visual media etc. should be undertaken to create confidence that the entire administration including police is making all efforts to ensure that member of public can exercise his franchise without any favour or fear in a free atmosphere.

L. Adequate bandobust should be provided at distribution centres at least two days prior to poll day together with police escort and police mobile parties so that polling officials carrying the ballot boxes, ballot paper and other poll material reach the polling booth, with the police escort, sufficiently in advance before the commencement of polling hour. The route should also be sanitized if it requires so.

M. Vehicles should be provided for mobile parties and striking force.

N. The policemen should be regularly briefed about their role and duties before they are dispatched for any specific duty.

O. Eligible TA/DA and diet allowance should be provided to men drafted for election duties.

P. All major incidents relating to election process should be promptly communicated to the election control room at DGP Office.

Poll Day duties

6. The polling day duties of police mainly aim at for smooth and orderly conduct of polling process. For this order should be maintained and queues regulated at the polling booth, ballot boxes and ballot papers should be guarded and protected and at the end of poll, ballot boxes and remaining ballot papers escorted back to collection/counting centre where it is kept under guard of Central Para Military Force (CPMF). Senior Police Officer should be posted as in-charge for overseeing the police bandobust in different sectors of a constituency. To achieve this objective following steps need be taken by police.

A. Elaborate bandobust should be prepared well in advance giving the duties of forces earmarked for every polling booth, route mobile party, striking force, special striking force and check post.

B. All officers and men should turn out smartly and be alert and punctual in attending to their duties.

C. Courtesy is most essential in the performance of election duties by all ranks of police, while being firm and dignified.

D. At every polling station, there will be a presiding officer and two or three Asst. Presiding Officers, who will be responsible for the conduct of the elections. All police officers and men should give them necessary assistance and comply with all the their lawful directions and orders.

E. The “queue” system should be strictly enforced in allowing voters into polling stations to ensure smooth and orderly voting. Unauthorized person entry into polling booth should be prevented. The main duty of police posted as a polling booth/station will be to maintain law and

order at the polling stations and guard against the removal of ballot papers boxes and prevent any damages by un-social elements. People in large groups should not be allowed to assemble around polling stations.

F. Police should be absolutely impartial in the discharge of their duties and in exercising of their official authority. On no account they should take sides and identify themselves with any of the political parties/ candidates or interfere with the voters and their voting.

G. Canvassing or otherwise interfering or using any official influence in respect of elections amounts to a breach of Government servants Conduct Rules and is an offence. All officers should be aware that any violation of the above instructions will entail severe disciplinary and legal action.

H. All men on bandobust duty at polling stations should know where the nearest police station, telephone, telegraph and wireless station are located and also the location of the nearest striking force and special Striking force centres and the head quarters of mobile party.

I. As soon as any trouble starts at any place requiring additional help, prompt intimation should be sent by the quickest available means to the appropriate authority.

J. Escorting the ballot boxes from the polling stations to the collection centers is a very important duty of the police. This work should be done with great care and caution.

K. All police officers should conduct themselves in such a manner during the elections process so as not to give any room to any political party or its individual members or any members of the public to have an impression that the police are interested in or favouring or supporting any particular party or individual in the conduct of the elections.

L. Separate investigation teams should be constituted for investigating offences including electoral offences on poll day.

M. The duties of Mobile Party are ;

   i. To escort polling material, polling personnel and Police persons provided for stationary bandobust.

   ii. To move on the route allotted to familiarize the route and gather advance information.

   iii. To move briskly on the Election Day touching all the booths in the minimum time.

   iv. To concentrate on trouble spots.

v. To rush to any area where trouble erupts and pass on the information to the Police Station.

vi. To obtain signatures of presiding officers on point books.

vii. To position itself in the last village at the time of completion of poll and escort back the polling persons and ballot boxes from all the polling stations enroute.

N. Special Mobile Parties are;

i. To cover all the important routes briskly and concentrate on trouble spots.

ii. To rush to the places where trouble erupts and ultimate situation report to control room on VHF/UHF.

O. Striking and Special Striking Forces are;

i. To rush to area where problem erupts on receipt of information and attend to the problem till the situation is brought to normalcy.

ii. To return to headquarters to be available for further calls.

P. Personnel of Check posts are;

i. To studiously check all vehicles and travellers for illicit weapons, huge cash under suspecious circumstances bombs, arrack and anti-social elements.

ii. To allow only vehicles having valid permits as there is a ban on vehicular movement on the Election Day.

Q. Sector In-charge Officers are;

i. To study the scheme and deploy men accordingly.

ii. To issue duty tickets and necessary material to all mobile party in charges.

iii. To properly brief the men of their duties and the local problems of the area.

iv. To keep the District/City control room informed of any election incidents.

R. VHF/UHF communication should be provided to all mobile parties, striking and special striking force and check posts

S. All incidents related to poll should be promptly communicated to election control at Police Hqrs. at DGP Office, besides sending regular report after every two hours interval on the day of poll.

Post Poll duties of Police

7 A. Police has to provide bandobust at the collection center and counting center during counting. Usually the guard for guarding the ballot boxes is from CPMF. However local police should assist CPMF by providing

them necessary local assistance. Proper escort should be arranged while transporting ballot boxes from collection center to counting center at the time of counting of votes. Since temper usually runs high at the time of counting and declaration of result, strong bandobust under the charge of senior police officer with striking reserve should be provided at the counting center. The permission for victory procession if any should be granted or recommended only, when the situation has come to normal so that no untoward incidents take place. Nevertheless the procession should be regulated with adequate police force under the charge of local senior police officer.

B. The police should complete the investigation of all election related cases expeditiously and file the police report in the concerned jurisdiction court immediately after the election process is over.

C. The SsP/CsP shall ensure that all the forces drawn from outside for election bandobust are sent back to the respective units immediately after the elections are over with detailed message to the concerned, as these forces may be required for bandobust elsewhere. Usually Addl DGP (L&O) will give the movement order for such forces on behalf of DGP, which should be strictly followed.

334-8 Do's and Don'ts as per MODEL CODE OF CONDUCT issued by the Election Commission of India for the guidance of the candidates and political parties to be observed from the announcement of an election and until the completion of the process of election:

On Transfers and posting of officials

The Commission directs that there shall be a total ban on the transfer of all officers/officials connected with the conduct of the election. These include but are not restricted to:

(i) The Chief Electoral Officer and Additional/Joint/Deputy Chief Electoral Officers,

(ii) Divisional Commissioners,

(iii) The District Election Officers, Returning Officers, Assistant Returning Officers and other Revenue Officers connected with the conduct of Elections,

(iv) Officers of the Police Department connected with the management of elections like range IGs and DIGs, Senior Superintendents of Police and Superintendents of Police, Sub-divisional level Police like Deputy Superintendents of Police and other Police officers who are deputed to the Commission under section 28A of the Representation of the People Act, 1951.

(v) Other officers drafted for election works like sector and zonal officers, Transport cell, EVM Cell, Poll material procurement and distribution cell, Training cell, Printing cell etc. Senior officers, who have a role in the management of election in the State, are also covered by this direction.

(vi) The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till the time when obtaining specific permission from the Commission.

(vii) This ban shall be effective till the completion of the election process.

(viii) In those cases where transfer of an officer is considered necessary on account of administrative exigencies, the State Government may, with full justification, approach the commission for prior clearance.

(ix) No appointments or promotions in Government/Public Undertakings shall be made during this period, without prior clearance of the Commission.

On misuse of official machinery:

1. Official vehicles cannot be used for electioneering work. 'Official Vehicles' include all vehicles belonging to the –

   a. Central Government

   b. State Government

   c. Public Undertakings of the Central and State Government

   d. Joint Sector Undertakings of Central and State Government

   e. Local Bodies, Municipal Corporations, Municipalities

   f. Marketing Boards (by whatever name known)

   g. Cooperative Societies

   h. Autonomous District Councils, or

   i. Any other body in which public funds, howsoever small a portion of the total, are invested and also

   j. Vehicles belonging to the Ministry of Defense and the Central Police Organizations under the Ministry of Home Affairs and State Governments

334-9. Election Campaign - Frequently Asked Questions of AP Election Commission

1. What are the main guidelines for political parties/candidates while making the election campaign?

Ans. During the election campaign, no party or candidate shall indulge in any activity which may aggravate existing differences or create mutual

hatred or cause tension between different castes and communities, religious or linguistic. Further, criticism of other political parties, when made, shall be confined to their policies and programme, past record and work. Parties and candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the leaders or workers of other parties. Criticism of other parties or their workers based on unverified allegations or distortion shall be avoided.

2. Are there any restrictions in using religious places for election propaganda?

Ans. Yes

Religious places like Temple, Mosque, Church, Gurudwara or other places of worship shall not be used as forum for election propaganda. Further, there shall be no appeal to caste or communal feelings for securing votes.

3. Can a candidate go to the office of Returning Officer for filing a nomination with a procession?

Ans. No

The maximum number of vehicles that will be allowed to come within the periphery of 100 mts of Returning Officer's office has been restricted to 3 and maximum number of persons that will be allowed to enter the office of Returning Officer has been limited to 5 (including the candidate).

4. How many persons are allowed at the time of scrutiny of nominations by the Returning Officer?

Ans. The candidate, his election agent, one Proposer and one other person (who can be an advocate), duly authorized in writing by the candidate, but no other person, may attend at the time fixed for scrutiny of nominations by Returning Officer.

(Refer: Sec.36 (1) of Representation of Peoples Act, 1951)

5. Are there any guidelines regarding use of vehicles by Ministers/Political functionaries/candidates, who have been provided security cover by the State?

Ans. Yes

In respect of persons covered by security, the use of State owned one bullet proof vehicle for the particular person (PP) will be permitted in all cases where the security agencies, including the intelligence authorities, have prescribed such use. The use of multiple cards in the name of stand-by should not be permitted unless so specifically prescribed by security authorities. The cost of propulsion of such bullet proof vehicles where such use of bullet proof vehicles is specified

will be borne by the particular person. The number of vehicles to accompany the carcade including pilots, escorts etc. will be strictly in accordance with the instructions laid down by the security authorities and shall not exceed them under any circumstances. The cost of propulsion of all such vehicles whether owned by Government or hired vehicles, will be met by the State Government.

The restrictions do not apply to the Prime Minister whose security requirements are governed by the Government's Blue book.

6. Whether there is any restriction for plying of vehicles for electioneering purpose ?

Ans. Candidate can ply any number of vehicles (all mechanized/motorized vehicles including two-wheelers) for the purpose of election campaign but he has to seek prior approval of the Returning officer for plying such vehicles and must display permit issued by Returning officer in original (not photocopy) prominently on the windscreen of the vehicle. The permit must bear the number of the vehicle and name of the candidate in whose favour it is issued.

7. Whether a vehicle for which permission has been taken for election campaign in the name of a candidate, can be used for election campaign by another candidate?

Ans. No

Use of such vehicle for election campaign by another candidate shall invite action under section 171 H of Indian Penal Code.

8. Can a vehicle be used for electioneering purposes without getting permit from the District Election Officer/Returning Officer?

Ans. No

Such vehicle shall be deemed to be unauthorized for campaigning by the candidate and may attract penal provisions of Chapter IX A of the Indian Penal Code and shall therefore be immediately out of the campaigning exercise and shall not be used for further campaign.

9. Whether there is any restriction on use of educational institutions including their grounds (whether Govt. aided, Private or Govt) for political campaigns and rallies?

Ans. Use of educational institutions including their grounds (whether Govt. aided Private or Govt.) for political campaigns and rallies is not allowed.

10. Is external fitting/modification allowed in the vehicles used for campaigning?

Ans. External modification of vehicles including fitting of loudspeaker thereon, would be subject to the provisions of the Motor vehicles Act/ Rules as well as other Local Act/Rules. Vehicles with modifications and special campaign vehicles like Vide Rath etc. can be used only after obtaining the requisite permission from the competent authorities under the Motor Vehicles Act.

11. Is there any restriction or use of rest houses, dak bungalows or other Govt. accommodation for campaign office or for holding any public meeting for the purpose of election propaganda?

Ans. Yes

Rest houses, dak bungalows or other Government accommodation shall not be monopolized by the party in power or its candidates and such accommodation shall be allowed to use by other parties and candidates but no party or candidate shall be allowed to use as campaign office.

Further, it shall be ensured that -

i. No functionary can use the Circuit House, Dak bungalow to set up campaign office as the Circuit Houses/Dak bungalows are only for temporary stay (boarding and lodging) during transit of such functionaries,

ii. Even casual meeting by Members of political parties inside the premises of the Government owned guesthouse etc. are not permitted and any violation of this shall be deemed to be a violation of the Model code of Conduct,

iii. Only the vehicle carrying the person allotted accommodation in the guest house and not more than two other vehicles, if used by the person, will be permitted inside the compound of the Guest House.

iv. Rooms should not be made available for more than 48 hours to any single individual, and

v. 48 hours before the close of poll in any particular area, there will be freeze on such allocations till completion of poll or re-poll.

12. Are there any conditions for getting Government aircraft / helicopters (including Public Sector Undertakings) by Political parties / candidates?

Ans. Yes

While allowing the chartering of Government aircraft/helicopters to political parties/candidates or private companies etc., the following conditions should be followed :-

i. There should be no discrimination between the ruling party on the one hand and the other parties and contesting candidates on the other.

ii. The payment will be made by the Political parties or the contesting candidates and proper record maintained.

iii. The rates and terms and conditions should be uniform for all.

iv. The actual allotment should be made on the first-come first-served basis. For this purpose, the date and time of receipt of the application should be noted down by the authorized receiving authority.

v. In the rare case when both the date and time of two or more applicants is the same, the allotment will be decided by draw of lots.

vi. No individual, firm, party or candidate will be allowed to charter the aircraft/helicopter for more than three days at a time.

13. Is there any restriction on displaying poster, placard, banner, flag etc of the party concerned or the candidate on a public property?

Ans. Candidate may display poster, placard, banner, flag etc of the party concerned or the candidate on a public property subject to provisions of local law and prohibitory orders in force. For details refer Election Commission's instructions No.3/7/2008/JS-II, dated 7.10.2008

14. If local law/bye-laws permit wall writings and pasting of posters, putting up hoardings, banners etc. on private premises/properties, is it necessary to obtain prior written permission from the owner of the premises/properties?

Ans. Yes

Candidate is required to obtain prior written permission from the owner of the properties /premises and photocopy (ies) of such permission should be submitted within 3 days to the Returning Officer or an officer designated by him for the purpose.

15. Is there any restriction on displaying/carrying poster/placard/banner/ flag of the party concerned or of the candidate on the vehicle during the procession?

Ans. Candidate may display/carry one poster/placard/banner/flag of Candidate's party or his own on vehicle during the procession subject to conformity with the provisions of Motor Vehicle Act and any other local laws/bye-laws.

16. Whether there is any ban on use of plastic sheets for making use of posters/banners during the election campaign?

Ans. The political parties and candidates should try to avoid the use of plastic/polythene for preparation of posters, banners etc. in the interest of environmental protection.

17. Is there any restriction on the printing of pamphlets, posters etc?

Ans. Yes

Candidate shall not print or publish, or cause to be printed or published any election pamphlet or poster which does not bear on its face names and addresses of the printer and the publisher thereof.

(Refer: Sec 127 A of Representation of Peoples Act, 1951)

18. Whether there is any restriction on air dropping of leaflets/pamphlets by the Political parties/candidates?

Ans. No

Provided that all the expenses in this regard have been booked against the election expenses of the candidate, on whose behalf the leaflets/ pamphlets are being dropped.

19. Is wearing of special accessories like cap, mask, scarf etc. of a candidate permitted during the campaigning?

Ans. Yes, provided they are accounted for in the election expenses of the candidate concerned. However supply and distribution of main apparels like saree, shirt, etc. by party/candidate is not permitted as it may amount to bribery of voters.

20. Whether dummy ballot units of EVM can be prepared by the candidate for the purpose of educating the voters?

Ans. Yes

The dummy ballot units may be made of wooden, plastic or ply board boxes, half the size of the official ballot units and may be painted brown, yellow or grey.

21. Whether there is restriction to display to the public any election matter by means of cinematograph, television or other similar apparatus?

Ans. Yes

Candidate cannot display to the public any election matter by means of cinematograph, television or other similar apparatus during the period of 48 hours ending with the hour fixed for the conclusion of poll.

(Refer : Sec.126 of Representation of People Act, 1951)

22. Whether a candidate can print and distribute the diary/calendar/sticker depicting his image or image of Gods/deities etc.

Ans. No

This will amount to bribery under Section 171 E of Indian Penal Code

23. Whether distribution of printed “Stepney Covers” or other similar material containing symbol of party/candidate or without depicting it, is a violation?

Ans. Yes

In case, it is established that such material have been distributed, a complaint may be filed before the area Magistrate by District Administration against the distribution of the said material under Section 171 B of the IPC.

24. Are there conditions/guidelines for setting up and operating of Temporary offices by Party or candidate?

Ans. Yes

Such offices can not be opened by way of any encroachment either on public or private property/in any religious places or campus of such religious places/contiguous to any educational institution/hospital/ within 200 meters of an existing polling station. Further, such offices can display only one party flag and banner with party symbol/ photographs and the size of the banner used in such offices should not exceed '4 feet X 8 feet' subject to the further condition that if the local laws prescribe a lower size for banner/hoarding etc., then the lower size prescribed by local law shall prevail.

25. Is there any restriction on the presence of political functionaries in a constituency after campaign period is over?

Ans. Yes

After the closure of campaign period (starting from 48 Hrs. before closure of poll), political functionaries etc. who have come from outside the constituency and who are not voters of the constituency should not continue to remain present in the constituency. Such functionaries should leave the constituency immediately after campaign period is over. This will not apply in the case of candidate or his election agent even if they are not voters in the constituency.

26. Is such restriction applicable in the case of office bearer of a political party who is in-charge of election in the State?

Ans. Yes

However, such restriction is not insisted upon during the general elections to Lok Sabha/State Assembly only in respect of the office bearer who is in-charge of the State during the election period. Such office bearer shall declare his place of stay in the State Headquarters and his movement during the period in question shall remain confined normally between his party office and place of his stay. The above restrictions will be applicable to all other functionaries in all elections.

27. Whether there is any restriction for holding public meeting or taking out processions?

Ans. Yes

Prior written permission should be obtained from the concerned police authorities for holding of a meeting at any public or private place and for taking out processions.

28. Whether loudspeakers can be used for public meetings or for processions or for general propaganda without obtaining permission from Police authorities ?

Ans. No

Prior written permission should be obtained from the concerned police authorities for using loudspeakers.

29. Whether there is any time limit for using loudspeakers ?

Ans. Yes

Loudspeakers cannot be used at night between 10.00 PM and 6.00 AM

30. What is the deadline after which no public meetings and processions can be taken out ?

Ans. Public meetings cannot be held after 10 PM and before 6.00 AM . Further, Candidate can not hold public meetings and processions during the period of 48 hours ending with the hour fixed for the conclusion of poll.

(Refer : Sec.126 of Representation of People Act, 1951)

31. Whether there are any guidelines for political parties/candidates for issue of unofficial identity slips to voters?

Ans. Yes

The unofficial identity slip, on white paper, shall contain only the particulars of the voter i.e, name, Serial number of voter, part No. in the electoral roll, s.no. and name of Polling station and date of Poll. It should not contain the name of candidate, his photograph and symbol.

32. Is there any restriction on appointment of a Minister/M.P/M.LA/ M.L.C or any other person who is under security cover as an Election Agent/Polling Agent/Counting Agent ?

Ans. Yes

A candidate cannot appoint a Minister/M.P/MLA/MLC or any other person who is under security cover, as an election/polling agent/counting agent, as his personal security shall be jeopardized with such appointment, because his security personnel will not under any circumstances be permitted to accompany him into the 100 meter perimeter of polling stations described as the “Polling Station Neighborhood” and within the polling booth and campus of counting centre and within the counting centre. Also any person having security

cover will not be allowed to surrender his security cover to act as such agent of a candidate.

33. Is a candidate allowed to appoint persons as polling agents from anywhere?

Ans. No

Such person who is appointed by the candidate as a polling agent must be an ordinarily resident and elector of the concerned polling station area only and not outside the concerned polling area. Such person must also have Elector's Photo Identity Card.

However, in the Case of polling stations exclusively manned by the women polling personnel, the restriction of resident of same polling area shall not be applied for.

34. Who is the authority to issue permits to Star Campaigners (Leaders) of the Political parties who avail benefit under Section 77 (1) of R.P Act, 1951 ?

Ans. In case the mode of road transport is to be availed of by Star Campaigners (Leaders) of political, the permit will be issued centrally by the Chief Electoral Officer. If such party applies for issue of permit for the same vehicle to be used by any leader for election campaigning throughout the State, the same may be issued for such vehicle centrally by the Chief Electoral Officer, which will be prominently displayed on windscreen of such vehicle (s) to be used by concerned leader (s). If different vehicles are to be used by such party leaders in different areas, then the permit can be issued against the name of the person concerned who will display it prominently on the windscreen of the vehicle being used by such leader.

35. Whether Opinion poll or Exit poll can be conducted, published, publicized or disseminated at any time?

Ans. No

The result of any opinion poll or exit poll conducted shall not be published, publicized or disseminated in any manner by print, electronic or any other media, at any time –

(a) During the period of 48 hours ending with the hour fixed for closing of Poll in an election held in a single phase; and

(b) In a multi-phased election, and in the case of elections in different States announced simultaneously, at any time during the period starting from 48 hours before the hour fixed for closing of poll in the first phase of the election and till the poll is concluded in all the phases in all States.

36. Whether there is any restriction for transmitting Short Message Service (SMSs) ?

Ans. Yes

Transmitting objectionable messages on SMSs during election is prohibited. For objectionable SMSs which may violate the law and ECI instructions issued in this behalf, the police authorities shall advertise special mobile numbers on which the receiver of such SMS can forward the said SMS with the mobile number of sender. The police authorities shall take action under the law.

POLL DAY

37. Are there any guidelines for setting up of election booth by candidate/ political parties near polling station on the day of poll?

Ans. Election booth can be set up beyond a distance of 200 meters from the polling stations, only with 1 table and 2 chairs with an umbrella or a piece of tarpaulin or cloth to protect the two occupants. Only one banner (3 X 4 ½ feet) can be displayed showing the name of the candidate/party/election symbol at the booth. However, two election booths can be set up, if more than two polling stations have been set up in a building.

38. Is it necessary to obtain written permission of the concerned Government authorities or local authorities for setting up of election booth?

Ans. Yes

It is necessary to obtain the written permission of the Government authorities concerned or local authorities before setting up of such booths. Written permission must be available with the persons manning the booth for production before the Police/election authorities concerned on demand.

39. Is there any restriction of canvassing in or near polling station?

Ans. Yes

Canvassing for votes etc. in and arround the Polling Station is prohibited on the day of poll.

(Refer : Section 130 of Representation of People Act, 1951)

40. Whether the use of mobile phone is allowed in the polling station?

Ans. No person is allowed to either carry or use mobile phones, cordless phones, wireless sets etc, in 100 perimeter of the polling stations described as the "polling station neighbourhood" and within the polling booth.

Only Observer/Micro Observer, Presiding Officer and security personnel are allowed to carry mobile phone but they will keep their mobile phones in silent mode.

41. Is there any restriction of going armed to or near polling station ?

Ans. Yes

No person is allowed to go armed with arms as defined in Arms Act, 1959 of any kind within the neighbourhood of a polling station on the day of Poll.

(Refer: Section 134 B of Representation of People Act, 1951)

42. How many vehicles a candidate is entitled for on the day of Poll ?

Ans. (i) For an election to the House of the People, a candidate will be entitled to :

a) One vehicle for candidate's own use in respect of the entire constituency. One vehicle for use of candidate's election agent for entire constituency.

b) In addition, one vehicle for use of candidate's workers or party workers, as the case may be, in each of the assembly segments comprised in the Parliamentary Constituency.

(ii) For an election to the State Legislative Assembly, a candidate will be entitled to :

a) One vehicle for candidate's own use

b) One vehicle for use of candidate's election agent

c) In addition, one vehicle for use of candidate's workers or party workers

43. If the candidate is absent from the constituency on the day of poll, can the vehicle allotted in his name be used by any other person?

Ans. No

Vehicle allotted for candidate's use is not allowed to be used by any other person.

44. Can any type of entitled vehicle be used on the day of poll ?

Ans. No

The candidate or his agent or party workers or workers will be allowed to use only four/three/two wheeler vehicles i.e, cars (of all types), taxis, auto rickshaws, rickshaws and two wheelers. In these vehicles not more than five persons including drivers are allowed to move on the day of Poll.

45. Whether Political Party/Candidate can make arrangements for transporting voter to and from Polling station ?

Ans. No

Any arrangement, direct or indirect, to carry any voter to or from polling station by any kind of vehicle used for transport is a criminal offence.

(Refer : Sec.133 of Representation of People Act, 1951)

46. Whether there are restrictions on plying of Govt/private vehicles on the poll day ?

Ans. No

Public transport like buses, minibuses are allowed to ply but it should be ensured that they are not used clandestinely for the conveyance of voters. Further, private cars, taxies carrying passengers to places other than polling booths like hospitals, airports, railway stations, bus stands, friends and relations houses, clubs and restaurants will be allowed on the road. But they should not be allowed to come clandestinely near the polling areas for the conveyance of voters.

47. Can a leader of Political party use private fixed-wing aircraft and helicopters for the purposes of supervising and monitoring the polling and counting process on the day of poll and counting?

Ans. No

a. Leader of a political party is not allowed to use private fixed-wing aircraft and helicopters for the purposes of supervising and monitoring the polling and counting process on the day of poll and counting.

b. It is open for a minister of the Union or State to make private visits using his or her private vehicle (s). For such private visits, the official personal staff of the ministers shall not accompany them. However, if a Minister is travelling in some emergent situation, out of his Head Quarters on purely official business, which cannot be avoided in public interest, then a letter certifying to this effect should be sent from the Secretary concerned of the Department to the Chief Secretary of the state where the Minister intends to visit, with a copy to the Commission. During such tour, the Chief Secretary may provide the Minister with Government vehicle and accommodation and other usual courtesies for his official trip. However, immediately preceding or during or in continuation of such an official tour, no minister can carry out or combine any election campaign or political activity. The Commission will keep watch on such arrangements in due consultation with its Chief Electoral Officer.

c. No Minister, whether of Union or State, will summon any election related officer of the constituency or the State, for any official discussion during the period of elections commencing with the announcement of the elections. Only exception be when a Minister, in his capacity as in charge of the department concerned, or a Chief Minister undertakes an official visit to a constituency, in connection with failure of law and order or a natural calamity or any such emergency which requires personal presence of such Ministers/Chief Ministers for the specific purpose of supervising review/salvage/ relief and such like purpose.

d. Ministers are entitled to use their official vehicles only for commuting from their official residence to their office for official work provided that such commuting is not combined with any electioneering or any Political activity.

e. Ministers, whether of the Union or State, shall not combine in any manner their official tours with election work.

f. Whether on a private or official visit, no Pilot car(s) or car(s) with beacon lights of any colour or car(s) affixed with sirens of any kind shall be used by any political functionary, even if the State administration has granted him a security cover requiring presence of armed guards to accompany him on such visit. This is applicable whether the vehicle is government owned or private owned.

g. Any official who meets the Minister on his private visit to the constituency where elections are being held shall be guilty of misconduct under the relevant service rules; and if he happens to be an official mentioned in Section 129 (1) of the Representation of People Act, 1951, he shall also be additionally considered to have violated the statutory provisions of that Section and liable to penal action provided thereunder.

334-10. Do's

A. On going programme may continue.

B. The clarification/approval of the Election Commission of India/Chief Electoral Officer of our State should be obtained in case of doubt.

C. Relief and rehabilitation measures to the people in areas affected by floods, drought, pestilence, and other natural calamities, should commence and continue.

D. Grant of cash or medical facilities terminally or critically ill persons can continue with appropriate approvals.

E. Public place like maidans must be available impartially to all parties/ contesting candidates for holding election meetings. So also use of helipads must be available impartially to all parties/contesting candidates.

F. Rest houses, Dak bungalows and other Government accommodation should be available to all political parties and contesting candidates on an equitable basis.

G. Criticism of other political parties and candidates should relate to their policies, programmes, past record and work.

H. The right of every individual for peaceful and undisturbed home life should be fully safeguarded.

I. No obstructions shall be created against meetings and processions organised by other parties.

J. The local police authorities should be fully informed of the venue and time of the proposed meetings well in time and all necessary permissions taken.

K. If there are any restrictive or prohibitory orders in force in the place of the proposed meeting, they shall be fully respected. Exemption, if necessary, must be applied for and obtained well in time.

L. Permission must be obtained for the use of loud speakers or any other such facilities for the proposed meeting.

M. The assistance of the police should be obtained in dealing with persons disturbing meetings or otherwise creating disorder.

N. The time and place of the starting of any procession the route to be followed and time and place at which the procession will terminate should be settled in advance and advance permissions obtained from the police authorities.

O. The existence of any restrictive orders in force in the localities through which the procession has to pass should be ascertained and fully complied with. So also all traffic regulations and other restrictions.

P. The passage of the procession must be without hindrance to traffic.

Q. Processionists shall not carry any articles, which are capable of being misused as missiles or weapons.

R. Co-operation should be extended to all election officials at all times to ensure peaceful and orderly poll.

S. Badges or identify cards must be displayed by workers.

T. Identify slips issued to voters shall be on plain (white) paper and not contain any symbol, name of the candidate or name of the party.

U. Restrictions on plying of vehicles on poll day shall be fully obeyed.

V. No one without a specific valid authority letter from the Election Commission can enter any polling booth at any time. No functionary however highly placed (e.g. Chief Minister, Minister, M.P. or M.L.A. etc.) is exempt from this.

W. Complaint or problem regarding the conduct of elections shall be brought to the notice of the observer appointed by the Election Commission/Returning Officer/Zonal Sector Magistrate/Election Commission of India.

X. Directions/orders/instructions of the Election Commission, the Returning Officer, the District Election Officer should be obeyed in all matters related to various aspects of election.

Don'ts

334-11. A. Please do not make use of official vehicles or personnel or machinery for electioneering work. Official 'Vehicles' include (a) trucks, (b) Lorries, (c) tempos, (d) Jeeps, (e) Cars, (f) Auto Rickshaws, (g) Buses, (h) Aircrafts, (i) Helicopters, (j) Ships, (k) Boats, (l) Hovercrafts and all vehicles, belonging to the (1) Central Government (2) State Government (3) Public undertakings of the Central and State Government, (4) Joint Sector undertakings of Central Government and State Government (5) Local bodies, (6) Municipal Corporations (7) Municipalities, (8) Marketing boards, (by whatever name known) (9) Co-operative societies, (10) Autonomous District Councils or (11) any other body in which public funds, howsoever small a portion of the total are invested and also (12) those belonging to the Ministry of Defence and the Central Police Organization under the Ministry of Home affairs and State Governments.

B. Please do not issue any advertisement at the cost of the public exchequer regarding achievements of the party/Government in power.

C. Announcements of any financial grants, laying of foundation stones, making promise of construction of new roads, etc., shall not be made.

D. No adhoc appointments in Government/Public undertakings.

E. No Minister shall enter any polling station or the place of counting unless he is a candidate or an authorized agent; or as a voter only for voting.

F. Official work should not at all be mixed with campaigning/ electioneering.

G. No inducement, financial or otherwise, shall be offered to a voter.

H. Caste/Communal feeling of the electors shall not be appealed to.

I. No activity which may aggravate existing differences or create mutual hatred or cause tension between different castes, communities or religious or linguistic groups shall be attempted.

J. No aspect of the private life, not connected with the public activities, of the leaders or workers of other parties shall be permitted to be criticized.

K. Other parties or their workers shall not be criticized based on unverified allegations or on distortions.

L. Temples, Mosques, Churches, Gurudwaras or any place of worship shall not be used as places for elections propaganda, including speeches, posters, music, etc. on electioneering.

M. Activities which are corrupt practices or electoral offences such as bribery, undue influence, intimidation of voters, impersonation, canvassing within 100 mts. of a polling station, holding of public meetings during the period of 48 hours ending with the hour fixed for the close of the poll and conveyance of voters to and from polling stations are prohibited.

N. Demonstrations or picketing before the houses of individuals by way of protesting against them.

O. No one can make use of any individual's land, building, compound wall etc., without his permission for creating flag staffs, putting up banners, pasting notices or writing slogans, etc. This includes private and public premises.

P. No disturbances shall be created in public meetings organised by other political parties or candidates.

Q. Processions along places at which another party is holding meetings shall not be undertaken.

R. Posters issued by other parties and candidates shall not be disturbed.

S. Posters, flags, symbols or any other propaganda material shall not be displayed in the place being used on the day of poll for distribution of identity slips or near polling booths.

T. Loudspeakers whether static or mounted on moving vehicles shall not be used either before 6 a.m. or after 10 p.m. and without the prior written permission of the authorities concerned.

U. Loudspeakers shall also not be used at public meetings and processions without the prior written permission of the authorities concerned. Normally, such meetings/processions will not be allowed to continue beyond 10 p.m. in the night and will be further subjected to the local laws, local perceptions of the security requirements of the area and other relevant considerations like weather conditions, festival, season, examination period, etc.

V. No liquor should be distributed during elections:

***Note**:* For details and clarification the model code of conduct and the other guide- lines issued by Election Commission of India from time to time should be referred.

334-12. Sections 171 to 171-I of the Chapter 9-A of Indian Penal Code prescribe offences relating to elections and punishment thereof. In addition, the Representation of the People Act, 1951 amended from time to time also defines electoral offences and punishment for committing these offences. Important sections providing punishments for the electoral offences under this Act are: -

A. Section 123 (5) provides that hiring or procuring vehicles for carrying voters to and from Polling Station is a corrupt practice punishable u/s 133 of the Act.

B. Section 125 provides punishment for promoting enmity between classes in connection with elections.

C. Section 126 prohibits public meeting and other form of canvassing during period of (48) hours ending with hour fixed for conclusion of poll. Section 127 provides punishment for creating disturbances at election meeting (cognizable).

D. Section 127-A prohibits printing of pamphlets without the names and addresses of the printer and publisher, etc.

E. Section 128 provides for maintenance of secrecy of voting/counting.

F. Section 129 provides that the officer, etc, at elections not to act for candidates or to influence voting. (Cognizable)

G. Section 130 prohibits canvassing in any form in or near polling station with a distance of one hundred (100) metres of the polling station. (Cognizable)

H. Section 131 provides for penalty for disorderly conduct in or near the polling station. If the presiding officer of a polling station has reason

to believe that any person is committing or has committed an offence punishable under this section, he may direct any police officer to arrest such person and thereupon the police officer shall arrest him.

I. Section 132 provides for penalty for misconduct at the polling station.

J. Section 134 provides punishment for breach of official duty in connection with election (cognizable)

K. Section 134-A provides penalty for Government servant for acting as election/polling/counting agent.

L. Section 134-B prohibits going armed to or near polling station except certain public servants and police officers. (Cognizable)

M. Section 135 makes the act of removal of ballot papers from polling station unauthorisedly - cognizable offence.

N. Section 135-A provides punishment for the offence of booth capturing and also defines booth capturing. The offences will be cognizable.

O. Section 135-B provides for grant of paid holiday to employees on the day of poll.

P. Section 135-C provides that liquor shall not be sold, given or distributed on polling day.

Q. Section 136 prohibits certain acts of mischief in connection with nomination paper/ballot paper / ballot box, etc. (cognizable).

Note*: For details the Act should be referred.*

CHAPTER 16

Foreigners / Immigration

Definition

335-1. "Foreigner" means a person who is not a citizen of India. The objective of immigration is gaining citizenship or nationality in a different country. The Ministry of Overseas Indian Affairs which was created for developing closer relations with Indian Diaspora (Non-Resident Indian) has been merged with Ministry of External affairs in Jan 2016.

Foreigners to be in possession of valid passports and visas

2. The entry of foreigners into, and their residence and movements in India are regulated by Acts made by the Parliament and rules framed there under by the Central Government from time to time. In brief, a foreigner cannot enter India without a valid passport issued by his Government and a valid visa issued by or on behalf of the Government of India. The period of his residence in India is determined by the period of validity of the passport and visa. All foreigners except those specifically exempted are required to report their entry into India and their subsequent movements. The extent to which this is regulated is laid down for different categories of foreigners in the relevant rules.

3. The F.R.Os (Foreigners Registration Officer i.e SsP of the Districts and CsP of Visakhapatnam and Vijayawada are designated) are the Registration authorities for Pakistan Nationals and all Foreigners who intend to stay in India for more than 180 days. The Chief Immigration Officers (Ch.I.Os) are the officers who control Immigration at International Airports, Seaports and land posts. They detain persons against whom RCN (Red Corner Notice) and LOC (Look Out Circular) are issued and inform the concerned law enforcement authorities.

4. Overseas Citizens of India (OCI) : A person of Indian origin who is a foreign national and gets registered as Overseas Citizen of India card holder u/s 7 A of the Citizenship Act 1955 is an OCI. OCIs are entitled to a multipurpose, multiple entry, lifelong visa allowing them to visit India at any time, for any length of time and for any purpose. They are exempted from police reporting for any length of stay in the country. They have also been granted all rights in the economic, financial and education fields in parity with NRIs except, the right to acquisition of agricultural or plantation properties.

Persons of Indian Origin (PIO) Card Holder :

A person of Indian Origin (PIO) means a foreign citizen.

who at any time held an Indian Passport, who or either of their prents / grand parents / great grand parents was born and permanently resident

in India as defined in Government of India Act, 1935 and other territories that became part of India thereafter provided neither was at any time a citizen of any of the aforesaid countries (as referred above). Or Who is a spouse of a citizen of India or a PIO.

Benifits of a PIO card :

(i) PIO card holders do not require a visa to visit India for a period of 15 years from the date of issue of the PIO card.

(ii) They are exempted from registration at FRRO/FRO if their stay does not exceeds 180 days. In case if they stay exceeds 180 days, they shall have to register with FRRO/FRO within the next 30 days.

(iii) They enjoy parity with NRIs in economic, financial and educational benefits.

MHA(Dept of Border Management) established Land Ports Authority of India and issued regulations on 15th July, 2013.

Acts and Rules relevant to Foreigners, Passports and Visas

336. The following Acts, important Orders, Rules and Instructions are relevant and all officers shall make themselves fully conversant with their powers and duties.

1. Acts, Orders, Rules and Instructions governing the registration and stay of foreigners in India are given below.

A. Registration of Foreigners Act, 1939;

B. Registration of Foreigners Rules, 1939 including the Executive Instructions issued by the Government to supplement and facilitate the administration of these rules;

C. The Foreigners Act, 1946. Registration of Foreigners (Amendment) Rules, 2008 (1992) Revised (Embarkation cards/Disembarkation cards are adopted)

D. Foreigners Order, 1948;

E. Registration of Foreigners (Exemption) Order, 1957; and

F. Foreigners (Exemption) Order, 1957

G. Passport (Entry into India) Act, 1920

H. Exemption Orders under the Passport (Entry into India) Rules, 1950

I. The Foreigners (Internment) Order, 1962

J. The Foreigners (Restriction on Chinese Nationals) Order, 1962

K. The Foreigners (Restriction on Pakistan Nationals) Order, 1965

L. The Foreigners from Uganda Order, 1972

M. The Registration of Foreigners (Bangladesh) Rules, 1973

N. The Foreigners (Report to Police) Order, 1971

O. The Foreigners (Restriction on Pakistan Nationals) Order, 1971

P. Foreigners (Protected Areas) Order, 1958

Q. Foreigners (Restricted Areas) Order, 1963

Besides the above there are other Orders and Rules issued from time to time relating to protected areas, restricted areas, restriction of movements, and specific categories.

2. Following are the Acts and Rules governing the grant of passports and visas;

A. The Passport Act, 1967 and the Rules made there under;

B. Rules relating to the issue of passports and visas between India and Pakistan, Bangladesh and Sri Lanka;

C. Rules relating to visits to Nepal and Kashmir.

3. Following are the Acts and Rules relating to Emigration and Extradition

A. The Emigration Act, 1983 : The Department of Protector of Emigrants at Hyderabad issues Emigration Check Not Required (ECNR) endorsement to the unskilled / semi-skilled employees going to gulf countries or to Singapore. Unskilled women below 30 years age are not permitted to go to Gulf / South Asian countries of Singapore and Malaysia for domestics work. This rule is to prevent sexual exploitation of women.

B. The Extradition Act, 1962.

336-(2) Extradition Act Implementation:

1. Extradition is a legal act between requesting State and the requested State. Offences concerned should have been committed on the territory of the requesting state, or by its national in a foreign country. Wanted persons (fugitives) should be actually available on the territory of the requested State. Wanted person should have committed or been an accomplice to an extradible offence.

2. The Supdts. of Police / Commissioners of Police are requested to go through the Extradition Act, 1962 before sending proposals for Extradition of wanted accused, (fugitives).

3. Basic pre-requisites are :

i. The offence for which extradition is sought should be punishable in both the countries (Principle of dual criminality).

ii. Both the countres should have reciprocal arrangements i.e. MLATs / MOUs (Principle of reciprocity

iii. The minimum punishment for the offence should be one year (Sec.2 (c) Extradition Act, 1962).

iii. If the fugitive was tried for the same offence in a foreign country and acquitted, he can be tried only for those offences for which he was not tried.

a. In order to preclude the international pressure from some countries where death penalty is dispensed with, a new sectional call Sec.34 C is introduced in the Extradition Act 1962 (Provision of life imprisonment for death penalty). A fugitive criminal extradited from a Foreign State which do not have death penalty, to be awarded life imprisonment only for that offence in place of death penatly.

iv. A fugitive who is extradited can be tried only for those offences for which he has been extradited, not for any other offences.

v. A person can be prosecuted, tried or detained only for the act which motivated the extradition request.

vi. Sec.21, Rule of Speciality

a. A fugitive criminal upon surrender to be tried in India for the extradition offence for which he has surrendered or

b. Any lesser offence disclosed by the facts proved for the purpose of extradition or

c. The offence in respect of which the foreign State has given its consent.

4. The 15 point pre-conditions for seeking extradition is enumerated hereunder :

1) There should be an index with page number of all the documents like FIR, Remand Report, Chargesheet, Non-Bailable (Undated) Warrant etc.

2) The request should be supported by a self contained affidavit, executed by a senior officer in charge of the case (not below the rank of Superintendent of Police of the concerned investigation agency) and sworn before a Judicial Magistrate (with the court by which fugitive is wanted for prosecution). The affidavit should contain brief facts and history of the case and referring at the appropriate places the statements of witnesses and other documentary evidences. Establishing the identity of offenders, provision of the law invoked etc so that a prima facie case is made out against the fugitive criminal.

3) Paragraph 1 of the affidavit should indicate the basis/capacity in which the affidavit is executed.

4) The affidavit should indicate that the law in question was enforced at the time of commission of offences and it is still in force including the penalty provisions.

5) The affidavit should also indicate the offences for which the accused is charged in India.

6) The statement of witness etc should be admissible under Indian law. Accordingly, the affidavit should indicate that the statement of trial/ prosecution takes place before the Hon'ble Court

7) The affidavit should also indicate that the accused if extradited to India will be tried in India for those offences only for which his/her extradition is sought.

8) All the documents should be very clear, translated suitably, legible and in a presentable form to the sovereign Government of the country for etc. For transmission to Saudi Arabian authorities, all documents should be duly translated into Arabic and then certified by the competent Court.

9) All statements of witness should be sworn statements, either as affidavits or statement u/s 164 Cr.PC or statements made before competent court and duly certified by that court.

10) Copy of First Information Report (FIR) should be enclosed with the request duly countersigned by the competent judicial authority.

11) Competent authority should countersign copy of charge sheet, which is enclosed with the documents.

12) Nationality, identity (Finger Print cross verification, if any) and address of the accused including his photograph should be made available with the request.

13) Copy of the relevant provision under which the accused is charged along with the provisions indicating that statement of the relevant laws indicating the maximum sentence prescribed for the offence for which the accused is charged or convicted.

14) Warrant of arrest should be in original indicating clearly only those offences for which the accused are charged and Court has taken cognizance with relevant sections thereof.

15) The extradition request is required to be made quadruplicate (four copies)

336 (3) The Investigation Officer after laying charge-sheet should obtain an open dated Non-Bailable Warrant and keeping in view of the 15 point requirement, should send 7 sets of books to Addl.Director General of Police, CID for onward transmission to MEA, Government of India through Principal Secretary to Government (Home Department), Government of Andhra Pradesh.

The Telephone No. of the P.R.O (Extradition) in the Ministry of External Affairs is 011-23073380 / 23381702

1) Once the extradition is granted, the authorization from the Government of India should be obtained in the name of an officer, deputed for receiving the fugitive from the requested State.

2) Before proceeding to receive the fugitive, the authorized officer should ensure that the arrangements are made for the Air Ticket, the travel documents (Emergency Certificate) and Transit Visa, if required for the journey of the fugitive to India. This can be done with the assistance of MEA/Indian Mission.

3) While receiving the fugitive from the requested state a proper document should be prepared.

4) Certified or atleast plain copies (in the beginning) of the orders passed by the concerned Courts / Government of the requested State, authorizing the extradition of the fugitive should also be collected as the same would be required for production in the Court in India.

5) Proper security arrangement should be ensured during journey period.

6) Upon arrival in India, the fugitive should be put under formal arrest in the relevant case and produced in the concerned Court.

7) Further action may thereafter be taken for investigation/trial.

The telephone No. of the Jt. Secretary, MEA, Consular Passport Visa (CPV) Division is 011-23387104, who needs to be contacted in case of necessity.

336 (4) In case of impounding passports of the Indian Nationals who obtain passports from the Indian Consulates abroad, the Unit officers may write to the Joint Secretary and Chief Passport Officer, Ministry of External Affairs (PVI), (011-23782821 - Fax) for impounding, to enable Law Enforcement Agencies to get him deported to India.

All the Unit officers who are proposing to extradite the fugitive from abroad are requested to keep the instructions in mind while processing the files, keeping the 15 point principle in mind and send the seven sets of book to Addl. DGP, CID for further processing.

a. Accused is wanted by Indian courts to answer charges in a non-bailable warrant case. An undated NBW is pending against him.

b. A Red Corner Notice (RCN) should be issued by CBI Interpol.

c. The principle of dual criminality i.e the offence in India is also an offence in the host country.

d. Finger prints should match with those taken in the host country from where extradition is sought.

e. If the accused is an Indian, his passport should be impounded u/s 10 (3) Passport Act.

f. The accused should be a 'fugitive criminal' means an individual who is accused or convicted of an extradition offence within the jurisdiction of a foreign state.

g. The F.I.R, oral/documental/electronic evidence, Charge sheet, section of law with details of extraditable offences, are sent to MHA (Foreigners) Division duly translated into English with court seal or language of the host country.

h. Provisional warrant for apprehension of fugitive criminals by Magistrate for apprehension of the fugitive criminal to be enclosed with the documents (Sec 16, Sec 34 B of Extradition Act)

i. As there is no death sentence in some European and other countries, Sec 34 C of Extradition Act should be mentioned in the Extradition/Deportation request that incase of conviction, it is only life imprisonment and not death sentence will be imposed.

336.5. List of Countries with whom India has Extradition Treaties

(Source: CBI Interpol)

Sl. No	Name of the Country	Year of Treaty
1	Australia	2011
2	Bahrain	2005
3	Bangladesh	2013
4	Belarus	2008
5	Belgium	1958
6	Bhutan	1997
7	Bulgaria	2006
8	Canada	1987
9	Egypt	2012
10	France	2005
11	Germany	2004
12	Hongkong	1997
13	Korea	2004
14	Kuwait	2007
15	Malaysia	2011

16	Mauritius	2008
17	Mexico	2009
18	Mongolia	2004
19	Nepal	1963
20	Netherlands	1989
21	Oman	2005
22	Poland	2005
23	Portugal	2008 (2002 arrangement)
24	Russia	2000
25	Saudi Arabia	2012
26	South Africa	2005
27	Spain	2003
28	Switzerland	1996
29	Tajikistan	2009
30	Tunisia	2004
31	Turkey	2003
32	UAE	2000
33	United Kingdom	1993
34	Ukraine	2006
35	United States of America (USA)	1999
36	Uzbekistan	2000
37	Vietnam	2013

List of Countries with whom India has Extradition Arrangements

Sl.No	Name of the Country	Year of Arrangement
1	Fiji	1979
2	Italy	2003
3	Papua New Guiena	1978
4	Srilanka	1978
5	Sweden	1963
6	Tanzania	1966

7	Thailand	1982
8	Singapore	1972
9	Indonesia	2014

4. The instructions contained in this Chapter are intended for assisting Officers entrusted with the administration of Laws and Rules relating to foreigners. They do not, however, relieve the officers of their responsibility to consult the concerned Acts, Notification, Orders and Rules including the additions, modifications and other amendments in their application, as declared by the Government of India and State Government from time to time. The instructions issued by State Intelligence Department from time to time should also be implemented. The SHOs should seek guidance in case of any doubt from the SDPO and the SP / CP concerned. In view of the increasing flow of foreigners and the liberal immigration policy of Government of India it is necessary that all Police Officers fully understand their powers and obligations with regard to foreigners in this important branch of work. It should however be noted by the all police officers that while the laws should be implemented and the rules followed, it should not cause unnecessary harassment to the foreigners.

Exemptees under the Passport (Entry in India) Act, 1920, Registration of Foreigners Act, 1939, and Foreigners Act, 1946.

337-1. The Central Government may, by order declare that any or all of the provisions of the Passport (Entry into India) Act, 1920, Registration of Foreigners Act, 1939, and Foreigners Act, 1946 and the rules made there under shall not apply, or shall apply only with such modifications or subject to such conditions as may be laid down to or in relation to any individual foreigner or any class or description of foreigners.

United Nations Organization

2. Representatives of Principal and Subsidiary Organs of the UN or its Specialized Agencies, and delegates to Conferences convened by the UN or its Specialized Agencies, are entitled to certain privileges and immunities under the United Nations (Privileges and Immunities) Act, 1947. They are exempted in respect of themselves and their families from registration under the Registration of Foreigners Rules, 1939 in the State they are visiting or passing through, in exercise of their functions. It is also not necessary to issue residential permits to these persons as long as they remain in India on official business. The performing missions for the United Nations or its Specialised Agencies are also exempted from registration under the Registration of Foreigners Rules, 1939.

3. All officers shall make themselves familiar with the provisions of the United Nations (Privileges and Immunities) Act 1947, and see that the personnel of the United Nations, who will be in possession of United Nations Laissez Passe or other document indicating their status with the UN or its Specialized Agencies, are not put to any inconvenience.

4. For the purpose of visas the UN Officials fall in two categories. The first category is those who stay in India for an indefinite period and the second relates to those who stay in India for a short specified period. Applications for visas (where required) from the holders of United Nations Laissez Passe or any other document showing that they are travelling on the business of the United Nations shall be dealt with appropriately and as speedily as possible. In addition, such persons shall be granted facilities for speedy travel.

Foreigners of diplomatic status and their families

5. All Officers of diplomatic status, Consuls-General, Consuls and Vice-Consuls are exempted from registration under the Registration of Foreigners Act, 1939. Their wives and children are exempt from registration by the Registration of Foreigners (Exemption) Order, 1957. Registration Authorities at the seaports and airports will generally accept diplomatic passports and/or diplomatic visas produced by diplomatic and consular officers and members of their families as proof of their status entitling them to exemption from registration.

Registration Officers and Civil Authorities

338-1. Certain powers are conferred by the Government on the Commissioners of Police, Vijayawada and Visakhapatnam and Superintendents of Police under the Registration of Foreigners Rules, 1939, Foreigners Act, 1946, and Foreigners Order, 1948. These officers should study and follow the orders, rules and instructions issued by the Central and State Governments and the Addl. DG/IGP, Intelligence who is the State Registration Officer. The Commissioners of Police Vijayawada and Visakhapatnam and Officers of rank of Superintendents of Police in their respective districts and railway lands lying within those districts are appointed as Registration Officers under section 3(1) of the Registration of Foreigners Rules, 1939. Registration Officers are further authorized to empower in writing police officers not below the rank of Head Constable, Officers of the Customs Department and Office Superintendents of their offices to perform any or all of their functions under the said rules.

2. Under sub-paragraph (2) of paragraph 2 of the Foreigners Order, 1948, the Government have appointed the following Officers to be

Civil Authorities for purposes of that order for the areas mentioned against each.

	Name of Authority	Areas
a)	Commissioners of Police, Vijayawada and Visakhapatnam	Vijayawada and Visakhapatnam
b)	Collectors of District	The District concerned
c)	Secretary to Govt of Andra Pradesh, Home Department (in addition to the authorities mentioned above)	The whole of Andhra Pradesh

Restrictions and Conditions to which Foreigners are subjected on arrival in India : Foreigners Division of MHA, New Delhi deals with matter relating to VISA, Immigration, Citizenship, Overseas citizenship of India, acceptance of Foreign contribution and hospitality.

3. Foreigners arriving in India are subject to the restrictions imposed by the Foreigners Act, 1946, the Registration of Foreigners Act, 1939, and the rules made thereunder, and the Foreigners Order, 1948 or any other orders passed by the competent authority under the law. Some of the important provisions of these Acts are given below:

4. Grant of visa does not necessarily mean that the grantee will be permitted to land in India on arrival. A competent civil authority may

A. refuse, in certain circumstances, permission to a foreigner to enter or leave India;

B. attach such condition(s), as it may think fit to the grant of permission to land;

C. impose restrictions on the movements of a foreigner; or

D. arrest and/or detain a foreigner, if it is necessary to do so in the public interest.

E. Such person will be detained at the Immigration check points in International Airports, Seaports if there is a Red Corner Notice against such person issued by CBI Interpol or there is Look Out Circular (LOC) issued by Joint Director, Immigration, MHA, New Delhi and concerned authorities shall be informed for taking further followup action.

5. A competent civil authority may prohibit a foreigner from entering or remaining in a prohibited or protected area or may impose such conditions as it may think fit on a foreigner visiting or remaining in such an area.

Formalities to be observed by foreigners

339-1. All foreigners are required to furnish full particulars in respect of themselves on arrival. They have to complete disembarkation/ embarkation cards in Form 'D' while entering or leaving India by sea or air and hand them over to the registration staff along with their passports and other travel documents.

2. A foreigner is required to produce sufficient proof of his identity for registration, such as his passport or such other proof of his identity as may be required by any Registration Officer, Magistrate or Police Officer not below the rank of Head Constable within twenty four hours of demand being made of him, when he intends to stay in India for more than 180 days. He/she shall register with FRO/FRRO (all SsP, CsP Visakhapatnam and Vijayawada) within the first 14 days of arrival and obtain Registration certificate and Residential permit. While leaving India, he shall carry the R.C and handit over at the Immigration Check point and submit his R.C

3. Every registered foreigner has to produce his Certificate of Registration for inspection when demanded of him by any Registration Officer, any Magistrate or any Police Officer not below the rank of Head Constable within twenty four hours. The time limit may be extended by the Officer demanding these documents as may be necessary.

4. When the passport or other documents of identification produced by a registered foreigner, in the opinion of the Registration Officer, Magistrate or Police Officer not below the rank of Inspector, do not provide adequate proof of identity, he may be required to produce four copies of a photograph of passport size of himself or four complete sets of his finger impressions, if his Registration Certificate does not already contain his photograph or finger impressions. If the Registration Certificate bears a set of finger impressions, the foreigner may be required to furnish a further set of finger impressions for comparison.

Movements in India

5- A. A resident foreigner who intends to be absent from his registered address for a continuous period of two weeks or more, is required to furnish, before he leaves, the Registration Officer of the district, with a report in writing, giving particulars of his itinerary including the places

he proposes to visit, the address/addresses at which he proposes to stay and the date on which he proposes to return to his registered address. If any change is made in the itinerary, the Registration Officer to whom the Original report was made, as well as the Registration Officer of any additional place included in the changed itinerary should be informed.

B. A resident foreigner who has to travel about frequently can obtain a travel permit valid for a specified period and between specified places or within a specified area. A Foreigner who obtains such a permit is not required to furnish his itinerary.

C. A resident foreigner visiting districts other than the district in which he is registered is required to report his presence in the latter district within seven days of his arrival, if his stay there exceeds seven days. The report should be made to the Registration Officer or to the nearest Police Station either in person or in writing. When such a report is made at a police station, the SHO will immediately forward the report to the Superintendent of police simultaneously intimating the fact to the Sub-Divisional Officer. This report is not required in the case of a person who has obtained a travel permit or who stays in a hotel.

D. A resident foreigner changing his registered address is required to report such a change to the Registration Officer of the district in which he is registered. He has also to report to the Registration Officer of the district to which he moves within forty-eight hours of his arrival.

6. Tourists who come on Tourist Visa on visits for recreational or sight-seeing purposes, are exempt from reporting changes in their address and their movements as no registration formalities are required if the stay is less than 180 days.

7. Every registered foreigner, except a tourist, should report to the Registration Officer of the district in which he is registered within 14 days, any circumstances which in any way affect the accuracy of any of the particulars set out in his Certificate of Registration.

Departure

8- A. Every registered foreigner who is about to depart finally from India shall surrender his certificate of registration either to the Registration Officer of the place where he is registered or of the place from where he intends to depart or to the Immigration Officer at the port/check post of exit from India. If the certificate is surrendered other than to the Immigration Officer of the port or check post of exit, a receipt indicating such surrender of the document may be obtained and shown to the Immigration Officer with these relaxations, it is no longer

necessary for foreigners to seek exit/departure clearance from the Registration Officers of their place of registration and they can straight away depart from the Immigration Checkpost.

B. The Registration Officer at the port or place of departure may, if he is not fully satisfied of the applicant's bonafides, make a reference by telegram/fax to the Registration Officer of the district in which the foreigner is registered.

Registration under the Registration of Foreigners Rules, 1939 and 1992

340-1. **Registration**: "Foreigners holding visas for 180 days or less are not required to get themselves registered. In case they wish to stay in India beyond a period of 180 days they should get themselves registered and obtain a certificate of registration before the expiry of the visa period. Foreigners coming on visas for more than 180 days are required to register within 14 days of their arrival in India.

2. Under these Rules (Rule 6) a foreigner is required to inform the Registration officer of his presence in India and obtain a Certificate of Registration from that office. He is required to surrender the Certificate of Registration immediately before his departure (Rule 15) and obtain an endorsement to that effect from the Registration Officer. Foreigners holding visas for a period exceeding 180 days should report for registration within two weeks of their arrival in India. Such foreigners are called Resident Foreigners. Those who stay in India for less than 180 days are called Itinerant Foreigners. Foreigners whose destination in India is a place other than the port or place of entry will, in addition, take out a Temporary Registration Certificate in Form 'B' from the Registration Officers of the port or places of arrival. They have to surrender the Temporary Registration Certificates to the Registration Officers of their destination and get themselves registered and obtain a regular Certificate of Registration. A foreigner is required to apply for extension of stay at least 15 days prior to expiry of visa.

3. It should be noted that Residential Permit (R.P) as contemplated in part 7 of Foreigners Order 1948 is not the same as Certificate of Registration under Rule 6 of Registration of Foreigners Rules 1939. Registration is not required if the stay is for less than 180 days but permit is required. Certain categories are exempted from Registration as per Registration of Foreigners. (Exemption) Order 1957.

4. All arrivals of foreigners including tourists, at the sea or airports will fall under one or other of the following classes:

A. foreigners coming to India on visa for 180 days or less;

B. foreigners holding visas for more than 180 days whose destination is the port or place of entry; and

C. foreigners holding visas for more than 180 days whose destination is a place other than the port or place of entry.

5. Foreigners holding visas for a period exceeding 180 days will be required to report for registration within 14 days of their arrival in India at the Registration Office specified which will be at the port or place of entry. A foreigner whose destination in India is a place other than the port or place of entry will, in addition, be issued with a Temporary Registration Certificate except in case of Pakistan Nationals in Form 'B' requiring him to report to the Registration Officer of his destination within a period of 14 days. A copy of this form will also be sent direct to the Registration Officer concerned on the same day. If within 14 days of the receipt of the duplicate of Form 'B' the foreigner mentioned therein does not report to the Registration Officer, the latter will inform the Officer who issued the temporary certificate and institute enquiries to ascertain the whereabouts of the foreigner.

6- A. In respect of foreigners holding visas for more than 180 days, Registration Officers should see that such a foreigner who has been in India for more than 30 days should get himself registered wherever he happens to be at that time. This will be possible, as, in addition to the stamp on his passport the hotel arrival report (Form-C) will show the date of the foreigner's arrival in India. The Registration Officer concerned should carefully check the hotel arrival reports received by him daily to see that a foreigner who has been in India for more than 30 days has been duly registered.

B. The registration staff at the ports or places of entry should send every day list of all foreigners whose destination is the port or place of entry, to the Registration Officer of the port or place if his headquarters is the town in which the port or place of entry is situated. For instance the Port Registration Officer, Visakhapatnam should send such lists to the Commissioner of Police, Visakhapatnam. The latter Officer will check up these lists and ensure that the foreigners mentioned therein get themselves registered within 14 days of their arrival.

C. In the case of foreigners whose destination is a place other than the port or place of entry, the concerned Registration Officer who would have received duplicate of Form 'B' should see that the foreigners get themselves registered within 14 days of arrival. The Registration Officers should recover the temporary certificates from the foreigners and send them to the Registration Officer who issued them.

D. All foreigners will be registered in form 'A'. When a foreigner is registered, the Registration Officer concerned should give Part III of Form 'A' to him as his Certificate of Registration and Part I kept for record. Part II should be transmitted to the Central Foreigners Bureau, Ministry of Home Affairs, New Delhi on the same day. Simultaneously, a duplicate copy of Part II should be sent to the State Registration Officer wherever it is located.

Children of Foreigners

E. Children of foreigners under 16 years of age residing in India need not be registered as they are exempt from such registration by clause 2 of the Registration of Foreigners (Exemption) Order, 1957, but they will be issued residential permits as required by paragraph 7 of the Foreigners Order, 1949.

F. Serial numbers of Registration Certificate: When a foreigner changes his registered address to any district other than the one of his registered address, the original serial number allotted to him when he was first registered in a district, should be retained.

G. Officers deputed for passport and registration work should be courteous and smartly dressed.

Hotel arrival reports - Form 'C'

341-1. A foreigner staying in a hotel will not be required to fill in Form 'C'. It will be filled in and submitted by the hotelier within 24 hours of the foreigner's arrival in the hotel. The Officer in charge of the nearest Police Station who is authorized by the Registration Officer to receive reports in Form 'C' in the districts, should make such enquiries as may appear to be necessary on receipt of such a report in respect of a foreigner. He will transmit promptly the report direct to the Superintendent of Police or Commissioner of Police i.e. Registration Officer on the same day with his remarks retaining a copy, if necessary.

2. The term 'hotel' includes any boarding house, club, Dak bungalow, rest house, sarai or other premises of a like nature. The SHO should effectively ensure that the hotel keepers obtain and submit the reports without fail.

Registration of Pakistan Nationals

342-1. Pakistanis holding Visitor Visas will be required to register themselves at the check-post of entry and will, within 24 hours of their reaching the specified places of stay, report their arrival in person and in writing to the prescribed authority or the nearest Police Station. They will also make a similar report 24 hours prior to their intended departure from the place of stay. In the case of families, only one member of

the family will be required to appear before the registration authority for registering himself and the members of his family. All persons with valid visa for up to 14 days shall be exempted from police reporting. Any change in the residential address shall also be reported to the said registration officer within 24 hours of such change in the same manner.

2. Bonafide Pakistani Businessmen coming on business visits will be required to register themselves at the check post of entry. However, they may not be required to report in person to the prescribed authority or the nearest Police Station for registration. For this purpose, they may depute their authorized representatives to report their arrival in writing to the prescribed authority or the nearest Police Station within 24 hours of their reaching the specified place. The authorized representatives will also make a similar report on their behalf 24 hours prior to their intended departure from the place of stay.

3. Pakistanis holding Transit Visas valid for a period not exceeding 72 hours will be required to register themselves only at the check post of entry. They will not be required to report their arrival/departure to the prescribed authority or the nearest Police Station for registration.

4. A Head of Mission can exempt individual Pakistani Nationals from reporting to the Police in India provided he is personally satisfied about the antecedents of the Pakistani National and considers him a fit and desirable person to be given such exemption. In such a case, the application should be stamped with a special rubber seal "Exempted from police reporting".

5. The FRROs are to make endorsement on the residential permit at the time of registration. There will be no temporary residential permits or regular residential permits. There will be only one residential permit to be used. The diplomatic, non-diplomatic and official visa holders are not required to register. The visitor visa holders are required to register. The official visa holders who are desirous of visiting any place on personal work will have to obtain a visitor's visa in which case the registration formalities as aforesaid will have to be observed.

6. Those Pakistan nationals who are even staying should be deported through Wagha land port near Amritsar after obtaining orders from Secretary, Home Department.

Bangladesh Nationals

(Ref. MHA (Foreigners Division) order of Nov 2009, Feb 2011, Feb 2013 for details)

343. Bangladesh Nationals visiting India for a continuous period of over 6 months are required to get themselves registered with the foreigners

registration office within 14 days of their arrival and to obtain residential permits. Those entering on visas for short periods but seek extension so that their total stay in India exceeds 6 months are also required to get themselves registered.

Transit visas of air passengers

Govt. Memo 5386 (ppt.B/ 56), 15.1.1957

344-1. Transit visas need not be insisted upon in the case of air passengers proceeding through India in direct transit by the same flight or by the next regularly scheduled flight, irrespective of whether the flight is of the same or of a different airline. The entry of such persons may be regulated as follows:

A. In the case of passengers not leaving the precincts of the aerodrome, irrespective of the fact whether they arrive by one flight and depart by the same flight or arrive by one flight and depart by another (of the same or of a different airline), they may be allowed to land without landing permits, provided there is no security objection, and provided the air companies concerned undertake to ensure that the passengers do not leave the precincts of the aerodrome.

B. Passengers who arrive by one flight and depart by another (of the same or of a different airline) but leave the precincts of the aerodrome should obtain a landing permit in the form below:

"Sri/Srimati/Kumari ..... who arrived in India on ..... (date) ..... from ..... (place) ..... by ..... (description) .....aircraft is permitted to land temporarily in India until his/her departure by ..... (description) aircraft on .....(date) ..... to ..... (final destination) ..... .

This permit is to be surrendered to the airport police authorities on departure from India and upon its surrender, the passport, which has been deposited with the authorities shall be returned. The validity of such landing permits should not normally exceed 72 hours. Except as specified in suborder 345 below, foreigners proceeding by air in transit, who arrive at one airport and leave by the next regularly scheduled flight, should be required to be in possession of transit visas for India.

Passengers travelling by Services touching two Airports in India

2- A. If they are in direct transit at both the airports and do not leave the precincts of the aerodrome, their landing should be regulated in accordance with sub-order 345.

B. If they wish to leave the precincts of the aerodrome at either or both of the ports, their landing should be regulated in accordance with sub-order 345 below.

C. If they are in transit at the first airport but disembark in India at the second airport, they should be dealt with as transit passengers at the first airport and registration formalities should be completed only at the port of destination. Such persons should, however, be allowed to stay only in the transit lounge in the port of transit and not allowed to leave the precincts of that airport.

D. In the case of passengers embarking at one airport in India on a service which touches another airport also, their departure formalities may be completed at the first airport. They should then be treated as in direct transit at the second airport, where they may be allowed to stay in the transit lounge only and should not be allowed to leave the precincts of the airport.

E. Passengers arriving at one airport by any International Air Service and proceeding by the domestic Airlines service to another airport from where they again leave by an International Service may be treated as indirect transit. If they wish to leave the precincts of the aerodrome at the first airport their landing will be regulated in accordance with sub-order 345 below. During their journey in India the Commander of the aircraft will take charge of their passports at the first airport and deliver them to the immigration authorities at the second airport, in order to distinguish them from internal passengers.

3. Members of aircrew who are not in possession of transit or multi-journey visas. Their landing will also be regulated in the same manner as transit passengers.

Residential Permits

Govt. Memo. 55469 (ppt-B) 57-10, 12th Oct. 1957;
G.O. Ms. 96, Home (ppt-A) Dept. dt. 12-11-1953 followed by Registration of Foreigner Rules 1992 and Passport Rules 1980.

345-1. All foreigners, except those exempted, entering India irrespective of whether they have previously been in India or not should be required to obtain residential permits under paragraph 7 of the Foreigners order, 1948. The period of validity of a residential permit issued to a foreigner is dependent on the validity of the visa granted to him.

2. Residential Permits(R.Ps) will normally be issued to diplomatic and consular officers and their wives and children who are in possession of diplomatic visas, with the authorized period of stay indicated by the words “on Government duty” (or, in the case of member of their family” “While husband” “father, etc. etc. remains on Government duty”).

3. Diplomatic and consular officers and their wives and children, who are in possession of diplomatic visas which are limited to specified periods of stay in India, will be given residential permits for the periods mentioned in their visas. If, after they take up their posts, it transpires that they will be required to remain in India for a longer period, the validity of the residential permits issued to them will be extended to cover the duty period on application to the Government.

4. The procedure for the issue and extension of residential permits in the case of non-diplomatic personnel and staff of consulates and members of their families will be the same as that for diplomatic and consular officers.

5. Foreigners who are exempt from registration should be issued with residential permits at the port or place of entry itself. In all other cases, the residential permit should be issued at the time of registration.

6. No residential permits need be issued to foreigners who stay in India for 30 days or less.

Extension of stay

(Ref : Registration of Foreigners Rules, 1992 for details)
Govt. Memo. No. 3330/A ppt-B 57, Home (ppt-B) 25.5.1957;
G.O. Ms. 535 Home (ppt-B) 19-4-57

346-1. The Commissioners of Police, Visakhapatnam, Vijayawada and all Collectors, who have been appointed 'Civil Authorities' under the Foreigners Order, 1948, are authorized to exercise, in respect of the following classes of persons the powers conferred on the State Government by paragraph 7 of the Foreigners Order to extend the period specified in a permit granted under that paragraph.

A. foreigners who are holders of transit visa, for the period necessary to make arrangements for their onward journey;

G.O. Ms. 198 Home (ppt-B) Dept. 12.2.1957

B. foreigners who have been residing in India for a period of five years or more and are engaged in useful occupations, for a period of one year at a time.

C. foreigners in whose cases the Government of India have authorized the grant of an extension in the first instance, for period not exceeding that for which extension was initially authorised.

D. foreigners admitted into India for medical treatment, provided it is certified that their continued stay in India is essential for such treatment.

E. foreigners who are employed either by educational institutions or as technical experts in firms, whose stay in India would be definitely in the national interest, extension for a period of one year at a time; and

F. foreigners who have come to India on short visits of less than one year, for a period not exceeding two months.

2. The grant of extension of stay in cases mentioned in 346-1-A, B, C above should be subject to the following conditions:

A. They entered India lawfully and for the purpose of the business at present pursued or for a cognate or authorized purpose. This excludes diplomats, consuls or their staff who entered in their official capacity and on termination of employment have remained in India.

B. That they have not come to adverse notice. Prosecution for breach of registration or other formalities and violation of such formalities will constitute 'adverse' notice although minor breaches may be ignored in suitable cases.

C. That they have bonafide or settled business of work in India and, in case of missionaries, necessary guarantee for their good behaviour and maintenance has been furnished.

3. The Civil Authorities should refer to the Government all doubtful cases, i.e., where the individual concerned is definitely, due to adverse notice or otherwise not eligible for further stay. The Civil Authorities should also submit a return in triplicate, in the form prescribed by the Government of India, on the 1st and 15th of each month of all applications for extension of stay in India disposed of by them during the preceding fortnight. These returns should reach the Government not later than 5th and 20th of each month.

4. While granting extension of stay in India or forwarding applications of foreigners for extension of stay in India to the Government, it should be ensured that passports or other recognized travel documents are valid for sufficiently long periods. The passports should be valid for at least 60 days beyond the date up to which extension is applied for. Should a foreigner be not in possession of a passport valid for this period, he should, as an interim measure, be granted an extension of stay for a period of 60 days less than the expiry of his passport. Further extension should be granted only when he gets his passport renewed or obtains a new passport. In no case should passports of foreigners be taken away from them for the purpose of mainly checking their validity.

"No Objection to Return to India" (NORI) endorsements : (Ref : Registration of Foreigners Rules 1992, Passport Rules 1980, Passport Manual 2010)

G.O. Ms. 1607 Home (ppt.-B) Dept. 15-10-1957

347-1. The Commissioners of Police, Vijayawada and Visakhapatnam and all Collectors, who have been appointed Civil Authorities under the Foreigners Order, 1948, are authorized to grant without reference to the Government "No Objection to return to India" endorsements to foreigners falling within the following categories subject to their satisfying the requisite conditions.

A. foreigners, other than missionaries, settled in India;

B. foreign missionaries permanently settled in India;

C. Foreigners permanently settled in India but proceeding to Myanmar, Sri Lanka, Pakistan, Bangladesh etc. on short visits with the intention of returning to India; and

D. missionaries from Commonwealth countries (other than South Africa, Pakistan and Sri Lanka) and the Republic of Ireland, who fulfill conditions of five years residence in India.

2. Civil Authorities should refer to the Government all doubtful cases where the individual concerned has come to adverse notice or is not otherwise eligible for the grant of a 'No objection to return to India' endorsement. They should also give intimation to the Home Department Government of Andhra Pradesh, of each endorsement granted by them.

3. To prevent a suspect foreigner obtaining a "No Objection" endorsement, the Civil Authorities should maintain a close liaison with the local or State Intelligence.

4. The fee for the grant of a 'No objection to return to India' endorsement as prescribed may be obtained in postage stamps and cancelled. Commonwealth missionaries are exempted from paying fees for the endorsement.

Extension of period of validity of tourist certificates

348. The extension of the period of validity of tourist certificates of registration permitted by proviso to rule 7(2) of the Registration of Foreigners Rules, 1939, should be granted in the districts by the Superintendent of Police and by Commissioners of Police in cities if he is at headquarters or by the Inspector of District Special Branch if he (SP/CP) is on tour. In the Commissionerate cities they will be

granted by the Commissioners of Police or one of his gazetted subordinates in charge of Special Branch.

Arrest of Foreigners and Consular Access

{Ref : MHA (Foreigners Division) G.O.I Circular dt. 5-11-2012}
G.O. Ms. 88, Home, (PPt-B) dt.1-12-1956, and
G.O. Ms. 1469, Home (PPt-B) dt. 14-9-1957

349-1. When foreign nationals are arrested on major criminal or civil charges, information should be sent within 48 hours to the ADGP (INT). If it is possible that the Foreign Diplomatic/Consular Missions in India may wish to assist the nationals of their countries in regard to their defence before a court of law and/or take such other action, as they may deem appropriate in accordance with diplomatic practice. Therefore as soon as a foreign national (including Pakistan national) is arrested in a major crime, the fact, with a brief description of the offence should be brought to the notice of the Ministry of External Affairs through the State Government by the SP/CP concerned. Government of India, who decides about the necessary action, should bring these cases to the notice of the Foreign Diplomatic/Consular missions concerned. The report of the arrest of a foreign national in a major crime, together with a brief description of the offence, should be communicated to the Director General of Police, Addl. DGP, CID and Addl. DGP Intelligence and Security.

2. Ordinary contravention of passport rules, such as overstayal beyond visas and entry without proper travel document, need not be reported to the Govt. but such instances should nevertheless be reported to the State Intelligence by CP/SP.

G.O. Ms. 1469 Home (PPt-B)dt. 19-9-1957

3. Arrests of foreign Government officials in India, while they are on duty or on leave or otherwise, regardless of the nature of the crime committed by them, should be intimated to the Ministry of External Affairs, Government of India, through the State Government, with full particulars, e.g. name and designation of the officer arrested, circumstances under which the arrest was made and charges against him.

G.O. Ms. 939 Home (PPt-B) 12-4-1955

4. Information regarding the arrest of Foreigner who is not registered in this State will be passed on immediately to the Registration Officer in whose jurisdiction the foreigner has his registered address under intimation to the Provincial Registration Officer to enable Registration Officer with whom the foreigner is registered to maintain a check on the movements of the foreigner.

5. Arrest of Nigerians/Somalians involved in 419 fraud cases : As many "online computer frauds" like lottery fraud/Job fraud, friend in danger fraud are committed by Nigerian / Somalian nationals, who do not have their documents of identity, it is essential to correspond with Ministry of External Affairs to bring such cases to the notice of the Embassies.

Prosecutions

350-1. The orders of the Government (Home Dept) should be obtained before prosecution is launched against foreigners for a breach of the provisions of the Registration of Foreigners Act and Rules, 1939.

2. In view of section 8 of the Registration of Foreigners Act, 1939 the fact that a foreigner, who may have entered India in contravention of the Passport Rules 1980, has been registered, does not affect his liability to be proceeded against under the Passport (Entry into India) Act, 1920 and Amendment Act 2000.

Proof of Identity of foreigners

351. The particular attention of all officers is drawn to the following instructions regarding the Registration of Foreigners Act, 1939, and the rules under the Foreigners Act, 1946.

1. **Burden of proof:** Under section 4 of the Registration of Foreigners Act, 1939, and section 9 of the Foreigners Act 1946, the burden of proving that a person suspected of being a foreigner is not a foreigner lies upon that person, Rules 8 and 9 of the Registration of Foreigners Rules, 1992, gives power to officers of and above the rank of Head Constable to demand the production of a passport and other proof of identity and to inspect Certificates of Registration. The account given by a foreigner should be tested as far as possible and not be accepted too readily.

2. **Acceptance of passports:** A passport issued not more than five years before the date of production should normally be accepted as sufficient proof of identity. A renewed passport issued more than five years previously should also be accepted, if the Registration or other officer is satisfied that it establishes the identity of the foreigner. If, however, the photograph is faded or obsolete or the passport is in any way suspicious, further proof of identity should be demanded.

Correspondence relating to Passports and Visas

(Ref : Passport Rules 1980, Passport Manual 2010, VISA Rules 2012 for details)
G.O. Ms. No. 51215 Home, (PPt-A/57-1) dt. 19-6-1957

352. All references relating to passports and grant of visas will be dealt with expeditiously at every stage and reports on such references will be sent to the Government within the time prescribed.

District Police to report the movements of foreigners

353-1. The movements of foreigners, including their arrivals and departures, will be reported to the District Special Branch direct by quickest means by the SHO concerned. Upon the appearance of a foreigner, about whose identity, conduct or demeanour the SHO entertains suspicions, he should send a special report to the SP or CP with copies to ACP/ SDPO. The foreigner should, under the circumstances, be kept under unobtrusive surveillance if necessary. The SP or CP should take action on such reports as instructed by the State Intelligence Department from time to time. If a foreigner is suspected of having taken part in a grave crime, the SHO or his superior should promptly inform the CID. The foreigner should not be lost sight of till orders are received on such reports.

2. If the foreigner moves out, the SHO of the Station, whose limits he is about to enter, should be alerted by the quickest means available to expect his arrival and the SP will inform his counterpart of the district to which he moves.

Enquiries relating to foreigners

354. All important enquiries under the Indian Passport Act, 1920, Registration of Foreigners Act, 1939 and foreigners Act, 1946 and the Rules 1939 and 1992 and Instructions issued thereunder will be made by an Officer not below the rank of Sub-Inspector, except in cases where it is required under the rules that an Officer superior to him should attend to this work. Routine enquiries may be entrusted to Head Constables who are conversant in that work. The enquiry reports should be prepared with care, based on facts and not on conjectures and guess work.

Registers and Records to be maintained by SsP / CsP who are FROs

G.O. Ms. No. 604, Home dt. 27.4.68 of AP

355. A Registration Officer will maintain a register of registrations and other records as contemplated in the Executive Instructions under the Registration of Foreigners Rules, 1939and 1992, and any other records as are ordered from time to time by the Government and the Provincial Registration Officer.

District Special Branch to deal with work relating to Foreigners

356-1. A special staff consisting of adequately trained Officers will be posted to the District Special Branch to deal with work relating to foreigners at district headquarters. Suitable accommodation should be provided

for reception of foreigners in those districts where this work is heavy. Records will be maintained in the District Special Branch in accordance with the instructions of the State Intelligence Department. These records should contain essential information like the names and particulars of foreigners, the dates of their arrival, the dates of expiry of their passports and visas, the purpose of their journey or visit, and local addresses. Suitable indices should also be maintained. The DSB will keep the State Intelligence Department promptly informed of the arrival and movements of all foreigners. Reports will also be submitted to the State Intelligence furnishing such information and statements in this connection as may be called for from time to time.

2. To prevent undesirable foreigners from departing, the attention of the Registration Officers is specifically drawn to the fact that if they are undesirable, the District Special Branch should institute enquiries into the matter, under rule 15 of the Registration of Foreigners Rules, 1939.

Central Foreigners Bureau and its functions

357. To implement the procedure under the Registration of Foreigners Rules, 1939, a Central Foreigners Bureau is set up by the Government of India in the Ministry of Home Affairs, New Delhi. The functions of the Bureau are:

1. Maintenance of all records in respect of every foreigner from the time of grant of a visa to the time of his departure from India.
2. Maintenance of up-to-date and complete statistics in respect of all foreigners in India;
3. Maintenance of records of movements of all foreigners visiting India;
4. Coordination of the work of all Registration Officers; and
5. Taking steps to ensure that foreigners leave India within the authorized periods of their stay.
6. When a foreigner leaves India by a port or place of entry other than the one through which he enters, intimation regarding such departure will be sent by the Central Foreigners Bureau to the Registration Officer of the port of place of entry.

List of documents to be furnished by Registration Officers to the Central Foreigners Bureau and State Registration Officer

358. A Registration Officer should furnish the following documents directly to the Central Foreigners Bureau, New Delhi, with copies to the State Registration Officer :

1. Disembarkation/Embarkation Cards, completed by all foreigners entering/leaving India to be sent daily by the Port Registration Officer after keeping copies for his reference.
2. Part (II) of Form 'A' - original copy to be sent to the Central Foreigners Bureau and duplicate copy to the State Registration Officer.
3. Copies of reports of movements/itineraries submitted by non-tourist foreigners registered in Form 'A'.
4. Copies of reports of changes of particulars in registration certificates of non-tourist foreigners.
5. Return of extension of stay granted by the Foreigner Registration Office / Foreigner Regional Registration Office.
6. Warning Circulars.

Report of death of Foreigners

G.O. Ms. 2971, Home (Pol.B) 12.11.1955

359-1. The death of all foreigners shall be reported to the DGP within 24 hours with a copy to the ADGP (INT) and to MHA (foreigners Division) New Delhi (011-22560198/199 for onward communication to the Government. The following particulars should be given in the report including a photograph of the person.

A. Name of the deceased
B. place of birth and nationality and passport details, validity of Visa, Phone numbers and e-mail address.
C. particulars as to family connections
D. approximate age at the time of death
E. particulars as to property (if any)
F. profession at the time of death
G. place and date of death
H. cause of death (natural / unnatural). If unnatural action taken by local police.
I. dependents or relations, friends, if any, in India, if so, whether they are aware of the event
J. address of any relatives in the country of the deceased, if known
K. length of service (if employed in the Government service) and
L. remarks

2. The report should not be held up for want of any of the particulars not readily available. Whatever information is readily available should be sent as soon as possible.

3. The report should be furnished in respect of all aliens as well as non-Indians.
4. Death of minors of foreign nationals also should be reported in the same manner.

Look Out Circular (L.O.C.)

359-2

A. L.O.C is a Look Out Circular issued by the Joint Director (Immigration), M.H.A Fax No.011-26102622, (O) 011-26192444, Block No.8, East R.K.Puram, Sector-I, New Delhi-66 to prevent such persons from leaving the country. In the event of an attempt by him/her, he/she will be detained at the respective International Airport / Sea ports of Border land Check post and handed over to the Police/ other Agency who initiated the L.O.C even when such person tries to enter the country secretly, he will be detained.

B. The Accused person must have been involved in a criminal case or any other case initiated by other investigation agencies.

The particulars should be sent to the Joint Director (Immigration) M.H.A, New Delhi through the Addl.Dir.Genl of Police, CID or in case of an emergency (where accused is likely to leave the country within 24 hours) by the Unit Officer himself marking copy to the Addl.Dir.Genl of Police, CID, AP and the Addl.Dir.Genl of Police, Int, AP.

C. **A L.O.C** will be retained at all the International Airports, Sea ports and land check posts for a period of 12 months (one year) from the date of issuance of the L.O.C (M.H.A Order No.25022/20/98 F.IV of dt. 27/12/2000).

D. Address the Addl. Dir.Genl of Police, CID who is the liaison officer for renewal of L.O.C, one month before the expiry of L.O.C if the accused is still absconding is yet to be arrested and likely to leave the country or enter the country.

E. The Superintendents of Police / Commissioners of Police who intimate the L.O.C are called as "Originators". The idea is that in the event of the accused being detained at any International Airport / Seaport / Land Check post, the Immigration Officers will inform the originator, of the arrest of the wanted Criminal.

F. The following is the other relevant information.

i. Immigration Officers intercept and detain persons who are wanted in respect of whom an agency of the Government of India has made a formal requisition in writing. The legal liability of such an action falls on the originator of the LOC.

ii. An LOC can only be opened if a minimum of three accurate identifying parameters are available. These parameters should essentially be name, father's name, date of birth, passport number, nationality etc.

iii. It is the responsibility of the originator to constantly review the Alert requests and proactively provide additional parameters to minimize harassment of genuine passengers.

iv. LOC subject will not be detained/arrested without details mentioned at Sl.No.IV (Reasons for opening LOC)

v. As per MHA order No.25022/20/98 F-IV dated.27.12.2000, LOC will be automatically deleted after one year, if not reviewed and renewed by the originator in time.

vi. Originator who signs this document should not be below the rank of Superintendent of Police / Deputy Commissioner of Police or equivalent rank in other Departments / Ministries / Law Courts.

All Unit officers are requested to follow the procedure and utilize LOC to bring accused persons to justice.

CHAPTER 17

Guards and Escorts

Guards

As Police is mandated to prevent occurrence of cognizable crime u/s 149. Cr.PC, Police has to provide guards and escorts in view of terrorist, extremist, sectarian and other threats. The Guards and escorts are necessary to prevent offences.

360. One of the important duties of the police is to provide guards to various persons, places, prisoners, jails and other vulnerable establishments that require protection. Escorts are provided for prisoners, cash and important persons as a security measure.

The functions of police guards

1- A. Protection of the person, premises, vital installations, records and properties for which guards are posted.

B. Protection of police arms and ammunition and effective repulsion of any attacks on armouries. (Refer Maos doctrine : Enemy's arms are our Arms. It means left wing extremists consider Police as enemy and attacking armouries to strengthen their PGLA (Peoples Guerrilla Liberation Army)

C. Ceremonial guards of the Unit or VVIP or on important occasions.

D. Protection of vital installations and communication facilities entrusted to police.

E. Prevention of escape of prisoners while escorting them to Courts and guarding of prisoners in sub-jails for which police guards are provided.

F. Protection of Ballot Boxes, safe rooms, Post - elections till counting.

G. Protection of Government Treasuries handling cash (non-banking sub-treasuries only).

2. Guards are generally posted in uniform. In special cases police guards may be posted in plain clothes under specific orders of CP/SsP.

3. The weapons to be issued depend on the subject of guard and also special circumstances. The SP/CP will determine the nature of weapons to be issued subject to guidelines issued by the State Intelligence Department from time to time

4. The personnel of the guard can be from civil police, reserve police or APSP. Special protectees are given NSG cover depending upon security threat perception.

5. Guards are also provided by the personnel of the Special Protection Force, Central Industrial Security Force, Railway Protection Force and other security organisations of the State or Central Government and their Corporations.

6. The guards are classified into the following categories

   a. Class A1: This category consists of guards posted at armouries, or for protection of police establishments in areas where threat perception is high. The sentry duty will be for 2 hrs. at a time.

   b. Class A2: Jail Guards

   c. Class A3: Guards for protection of persons and VIPs at their residences or while on camp classified into X, Y, Z and Z+ categories. (Refer circulars of Intelligence)

   d. Class A4: Police offices, police station guards other than in Category A1.

   e. Class B1: Treasury and Bank guards

   f. Class B2: Vital / sensitive installations

   g. Class B3: Essential Services

   h. Class B4: Guards at Government offices where public generally have access and where threat perception is high

   i. Class C1: Ceremonial guards including guard of honour

   j. Class C2: Any other guards, which are of miscellaneous nature and/ or on occasions like guarding of ballot boxes, examination papers etc.

7. The general rules for the guards mentioned herein apply to various types of guards with special provisions wherever applicable.

General Rules for all Guards

361-1. A regular guard should consist of 1 HC and 4 Constables. The Head Constable also known as the guard officer will be in charge of the guard. In the absence of the Head Constable, the senior most constables will be in-charge. Men are deputed on guard duty for one week at a stretch every Sunday at 6 p.m. The hours of sentry duty for each member of the guard will be fixed in advance for a day of 24 hours from 6 p.m. to 6 p.m. In respect of guards with 2 HCs and 6 PCs there shall be two spells of duty in a day beginning 8 a.m. to 8 p.m. and 8 p.m. to 8 a.m. For each spell 1 HC and 3 PCs shall be on duty.

The nature of guard to be posted in Visakhapatnam and Vijayawada Cities shall be decided in each case by the Commissioner of Police and Zonal IG/DIGP in respect of Districts. At all other places in the State the guard strength of 1 HC and 4 PCs with 1 Sentry post shall be followed, with the strength being increased only when the sentry posts are more. The sentry post may include a fixed point or a given area within or immediately outside the premises being guarded.

2. For all standing guards, printed orders in English and Telugu, and wherever necessary in Urdu shall be displayed in guardrooms and Police Stations. All guard personnel should be made familiar and thorough with every standing order of the guard. These orders shall contain instructions on the following points:

   a. The main purpose of the guard

   b. The nature of threat likely targets of attack and methods including previous incident of attack that have taken place. (case studies)

   c. The strength of the guard

   d. The number of Rifles/SLRs/weapons of other description and the quantity of ammunition

   e. The number of police officers to be present during the day and during the night

   f. The number of sentries required to be posted during the day and during the night, specifying their exact position, the extent of their beats, and their duties and responsibilities

   g. The arms to be carried by sentries by day and night

   h. The periods of sentry duty and wireless communication codes of officers while on sentry duty.

   i. The posting and relief of sentries

   j. The maintenance of a Sentry Relief Book

   k. The premises and articles for which the sentry is responsible

   l. The duties of the officer-in-charge

   m. Instructions to report immediately to the Station House Officer of any important occurrence and instructions to meet emergencies and implement contingency planwith Special Weapons and Tactics Team i/c officers.

   n. The inspection of the guard by the Station House Officer or an Officer of equal rank and above.

   o. A warning that neglect of guard duty will entail severe punishment

   p. The equipment and facilities provided and their use

3. The guard strength with one sentry post is one HC and 4 Constables. This model is to be adopted in smaller towns and district headquarters towns where it is possible for the relieved guard personnel to go home and come back. In large cities particularly in Visakhapatnam and Vijayawada the guard strength with one or two stationary or moving sentries should have strength of one HC and three PCs with a shift of 12 hours commencing from 8 a.m to 8 p.m. and the night shift from 8 p.m. to 8 a.m. The total guards strength of the guard shall be 1 HC and 3 PCs per shift to enable at least 2 to 3 guard personnel being always available round the clock. The second model is recommended for residential guards for VIPs and others as well as stationary guards other than armoury and A1 class of guards. Day duty runs from 6 a.m. to 6 p.m. and night duty from 6 p.m. to 6 a.m.

4. After the sentry's relief at 6 p.m., the Guard Officer and the men on duty between 3 p.m. and 6 p.m. may be given off until 9 p.m., provided that, during their absence there are, besides the sentry who goes on duty, the third sentry who returns after availing himself of 'off duty' from 3 p.m. to 6 p.m. and an officer in-charge of the guard, who may be the Station Writer. The whole guard must be present in the guardroom at 9 p.m. except the sentry on duty from 6 p.m. to 9 p.m., who may be allowed an hour off from 9 p.m. to 10 p.m. for his meal. This system should be strictly applied in all places except in Visakhapatnam and Vijayawada cities where the residences of the personnel are situated too far away to enable them to go home and return after meals. In such cases every sentry after his spell of sentry commencing from 6 a.m. should be allowed 6 hour off ensuring that besides the sentry, one more person is available with the guard commander joining at 8 a.m.

5. The period of sentry duty is ordinarily three hours for all guards. However, it will be 2 hours for A1 guards or others at the discretion of the SP/CP according to the need.

6. In district towns and other towns and villages where the residences of the personnel generally are not far away from the place of their duty, during the day, sentries may leave the guard, as soon as relieved, for a period equal to the duration of their sentry-go. On return they must remain in waiting and may be employed on any light duty, not involving absence from the premises. The guard officer shall on no account quit his guard when on duty except to obey a call of nature and, before quitting the guard; he shall place the next senior officer in-charge by an entry in the Sentry Relief Book. He shall not permit any officer from quitting the guard. Leave, with prior intimation to the SHO or Company Commander as the case may be, is granted only for special purpose and for the shortest possible period, under intimation

to the PS or Unit Control Room. An entry regarding the grant of leave should be made in the Sentry Relief Book.

7. The guard personnel should be changed every week. In respect of A1 guards in armouries the personnel may also be changed every day as per the discretion of the SP/CP.

8. Where District Reserve Police guard is posted outside the district headquarters and where it is not possible under difficult circumstances to change the entire guard every week, weekly off should be given to the personnel by turns and a substitute sent in his place. Under no circumstances any of the guard personnel should be continued beyond 4 weeks without relief from guard duty.

9. The fire-arms of the guard shall not be loaded but shall always have the bayonets fixed, and shall be kept in the guard room when not in use.

10. In the event of the Guard Officer or any Constable on guard duty being absent or becoming incapacitated by sickness from remaining at his post, the fact shall be immediately reported to the Sub-Inspector or such Senior Officer as may be near at hand. Each officer shall forthwith take measures to send a substitute or relieve the incapacitated policemen. When a constable is sick or absent at the time of his turn of sentry duty, another constable shall be posted in his place, a note being made on the reverse of the Duty Roster.

11. The arms to be issued to the guard shall consist of either .303 rifles or SLR or AK 47 assault rifles or carbines and in certain circumstances pistols. The nature of weapon to be carried should be determined by the circumstances and class of each guard. In Class A1 either SLR or AK 47 or carbines can be carried. Each Police Constable forming part of the guard shall carry 10 rounds of ball ammunition in his pouch if he is carrying a .303 rifle except the sentry on duty, who shall carry 10 rounds of buck-shot cartridges in his pouch, which he shall wear open and in front to facilitate quick loading. These 10 buckshot cartridges shall be handed over to the relieving sentry, who shall exchange his 10 rounds ball ammunition for them. When the guard is relieved, all the ammunition shall be handed over to the relieving guard. The Guard Officer shall be responsible for the ammunition being correct. Those carrying automatic weapons particularly in A1 class of guards should be provided with 2 magazines each and a total of 100 rounds of ammunition.

12. **The duties of the Guard Officer**: He is responsible for the regularity and good conduct of the guard, for the correct performance of their duties and for seeing that the men are at all times properly dressed. He shall also acquaint himself thoroughly with the orders on the guard.

13. He shall ensure that all standing orders regarding duties of the guard are duly observed and shall satisfy himself, as soon as the guard is mounted, that all such orders are known and understood by the men.

14. Ensure that the Constables on guard duty have not in their possession any opium, liquor, ganja or other stupefying or intoxicating substances. Should any such substance be found with any of them, the Guard Officer shall confiscate it and report the matter to his superior Officer without delay.

15. He shall detail the duties for men constituting the guard for the next 24 hours making entries in duty roster in Form 52.

16. He should conduct mock exercises to deal with situations that may arise specific to each guard. The concerned SHO and Company Commander should personally associate with these exercises and also ensure that they are carried out from time to time.

17a. The sentry must be on the alert during his turn of sentry duty;

b. must be in uniform;

c. must not sit down or lounge about,

d. must not converse with any one;

e. must on no account quit his arms;

f. must not leave his post till relieved;

g. should move at a measured phase in the assigned area keeping a watch all the time on the sentry point.

18 A. On the approach of a person or persons, the sentry should call out in a sharp tone, "Hello! Who comes there?" (THUM, KAUN ATA HAI?) and simultaneously take up "On guard" (TAN SHASTR) position. The words of challenge should also be repeated in Telugu when the approaching person is a stranger. When there is reasonable apprehension of an attack from him or when two or more persons approach, the sentry should call out the guard.

B. If the approaching person or persons at once halt and reply satisfactorily, the sentry will say "Raise your hands and advance or advance one at a time (in the case of two or more persons) and be recognized" (PAHCHAN KE LIYE (EK) AGE BARHO). After the person(s) have been recognised by means of passes or otherwise" the sentry or the Guards Officer will say "pass, all is well" (CHALO, SAB THEEK HAI). After the person or persons have passed, the sentry will slope arms and the guard, if turned out, will be dismissed to the guard room.

C. If a person fails to halt and reply when challenged, the sentry should turn out the guard and the Guard Officer will then institute enquiries and take such action as is required to deal with the situation. Fire may be opened only in self-defence when there is an apprehension of being over-powered or when there is a reasonable belief that the intruder is armed with fire arm or explosives or when there is an imminent danger of the property under guard being destroyed or sabotaged. Otherwise if a person cannot satisfactorily explain his presence there, he should be detained in the guard room and the SHO informed at once by telephone or other quickest means available followed by a report with a copy, in the case of a Reserve or Special Police guard, to the concerned Company Commander.

D. If the approaching person is a visiting Officer and replies 'visiting rounds', the sentry, after satisfying himself regarding his identity, should call out the guard. The guard and sentry will pay appropriate compliments by Salami Shastr (present arms) by day, and will stand Baju Shastr (at the slope) by night, after which the guard will be dismissed to the guard room.

19. The lamp in the guard premises shall be so placed that its light may be diffused and illuminates only the main approach to the premises and at the same time will not enable any undesirable person or persons to easily spot out the sentry and attack him. At night, the guard shall use a torch light and not an uncovered and unprotected lamp.

20. The Guard Officer shall post the sentries. During nights, the sentry on duty is responsible for waking up the Guard Officer five minutes before he is due to be relieved for the latter to mount the next sentry.

21. Neglect of guard duty will be met with severe punishment. Absence from, or sleeping while on sentry duty will normally entail dismissal from the service.

22. In case where the responsibility for any loss of or damage to the property guarded by an armed guard cannot be fixed on any particular member or members of the guard, then the entire guard should be held jointly responsible for the loss or damage.

Compliments by Guards

23A. During the day, sentries will alert the guard to turn out on the approach of any senior officer entitled to compliments.

B. The procedure for paying compliments will be as follows:

On the approach of the officer the sentry on duty will turn out the guard. The guard will line up and take up positions. It will take Salami Shastr position (present arms) only when the Officer takes up his

position in front of the guard. The guard will not take Salami Shastr (present arms) position when the officer is still in the car or is alighting or even approaching the guard. But, if the officer does not get down from the car, the guard will take Salami Shastr (present arms) position when the car passes in front of it.

C. When officers, on whose first appearance only the turn out of the guard is prescribed appear again during the same day, the sentry will present arms. Officers of lower than the rank of Gazetted Officers will be given butt salute by the sentry.

D. If there is only one other man of the guard present in the guard room, the sentry in the day time will not turn out the guard on the arrival of an Officer entitled to compliments, but will do Salami Shastr (present arms) or salute according to the status of the Officer.

E. Guards will fall in, and do 'Salami Shastr' (present arms) to any body of troops or police passing the guard.

F. When a guard is provided for a VIP, he will do Salami Shastr (present arms) only to the VIP and persons of higher rank and give butt salute to all others entitled to a salute.

G. Turning out guard should normally be confined to district headquarters, armoury and quarter guards and also the other A1 guards. The intention of turning out is to enable the officer to judge the alertness turnout and response of the guard and the Unit as a whole. It is not a ceremony to be repeated in every guard except as specified as above. All other guards posted at other places including the residences of the VIPs should pay compliments to the VIP or the officer when he goes out for the first time and comes in at the end of the day. On other occasions clicking the heels to attention should be sufficient.

Special Rules for particular Guards

Sub-Jail Guards

362 1. The police guard if provided at a sub-jail will be responsible for the safe custody of prisoners, both when the prisoners are in the cells and when they are taken out for work or for any other purpose.

2. At each relief, the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly, noting whether all the prisoners are present. If anything wrong is noticed a note shall be made at once in the Sentry Relief Book. The sentry should be on the move, keeping in view of the prisoners or property as far as possible.

3. The Officer in-charge of the guard must be present with the guard Constable when prisoners are taken out of the Sub-Jail for the purpose mentioned in sub-order (12) below, and he and the guard Constables will be jointly and severally responsible for the custody of the prisoners taken out.

4. In order to ensure that prisoners have nothing on them except their clothes, their persons must be searched every time they are put into their cells after being taken out, and the officer in-charge of the guard shall, on every occasion, make an entry in the Sentry Relief Book that the prisoners were searched and that no contraband article, weapon or other article likely to facilitate escape or to make attempt on lives is left with them or kept within their reach.

5. The Guard Officer shall be on off duty from 6 p.m. on the night of Monday, Thursday and Saturday until 6 a.m. next day, and from 12 noon to 5 p.m. on Sunday, Tuesday, Wednesday and Friday. Another Head Constable or a senior Constable will be appointed to relieve him.

6. When prisoners are taken out of the cell for any purpose, names of the prisoners taken out and the purpose for which they are taken out should be entered in the Sentry Relief Book, and the officer receiving the prisoners should acknowledge them in the same book. When prisoners are brought back to the cell, a similar entry should be made in the SRB, and the sentry should acknowledge in the book that he has received the prisoners back.

7. When prisoners pass in and out of the Sub-Jail, the guard must stand at such a distance that, should a prisoner try to rush and grapple with them, they may have time to react suitably.

8. In addition to the compliments provided for in the general rules, the prison or jail guard shall present arms to the DG/Inspector-General of Prisons and the Superintendent of the Jail.

9. The guard shall resist by force all attempts made to break into or out of any part of a prison, and shall aid in the suppression of all violence or opposition to authority on the part of prisoners.

10. In the event of any attempt to break out of the jail or prison, or any other disturbance occurring, the guard shall immediately fall in, load and take all steps to prevent and control it, and the Guard Officer shall at once do his best to communicate with the jailor and his own superior Officers. If, however, prisoners assault the Prison Officer or attempt to break out of any particular ward or yard and if the Guard Officer considers that it would be dangerous to delay until the arrival of superior prison officials, he shall rescue the Prison Officer

and shall administer loud and clear warning to prisoners that, if they do not immediately surrender and get back to the cells necessary force will be used including opening of fire. This warning shall (if circumstances admit of delay) be repeated twice, and, if it appears to the officer that there is no other means of quelling the disturbance, the Guard Officer shall direct his men to open fire upon the refractory prisoners in self defence when a murderous attack is made upon the guard or on jail officials or other prisoners. Firing shall cease as soon as the prisoners flee back into the ward or cells or surrender. On the arrival of the Superintendent of the Prison or a superior officer of police, the guard shall act under his orders.

11. When prisoners attempt to escape, the guard should prevent the escape by all possible means in their power. If a prisoner does escape, the officer in-charge of the guard should detail one or two young and able-bodied police officers of the guard to pursue and capture him and send information at once to the SHO and the Superintendent of the Jail. The fact of escape and recapture if any should be recorded in the Sentry Relief Book. The guard should not fire causing death except:

   A. in self-defence, when a murderous attack is made upon the guard; or

   B. in the case of a prisoner charged with an offence punishable with death or imprisonment for life, if all other means of arresting him have failed.

12. When prisoners are taken out for cooking, meals, answering calls of nature, attending court, bathing and exercise every morning and evening, the Guard Officer should detail Constables specially for the purpose of guarding the prisoners taken out. The escort in these cases should carry rifles/muskets.

13. The guard shall not take any part in the daily discipline of the prison.

14. As per Section 31 and 32 of Prisoners Act, 1934, civil prisoners and unconvicted (under trial) prisoners shall be permitted to maintain themselves and to purchase or receive from private sources food, clothing, bedding or other necessities subject to examination by prison officials. But they should not allow such food to be given to co-prisoners. The Guard Officer or senior Constable in charge of the guard shall not hold any communication with a prisoner either by words or signs.

15. No outsider will be allowed to converse with a prisoner in the sub-jail except with the permission of Superintendent.

16. If a person is permitted to contact a prisoner, he must not be allowed to enter the cell. The sentry must stand nearby and prevent anything being passed on to the prisoner.

17. The following further instructions should be complied with by the police guarding the sub-jails.

A A Warder/Head Warder of Prisons Department shall always be present both during day and night in the sub-jail premises. The keys of the jail shall be with him and in case of emergency the Warder/Head Warder is expected to take appropriate action. The police guard should make arrangements to assist the Warder in dealing with the emergency requisitioning help from the area Police Station if necessary. The emergencies include a prisoner falling sick.

B. The guard of subsidiary jails and the prisoners therein shall be carried out by the police and the police guard shall be responsible for the safe custody of the prisoners both while the prisoners are in the ward and while they are taken out for labour, to the cook-house, toilet, etc.

C. When a long-term convict or notorious criminal is confined temporarily in a sub-jail while under trial or otherwise, the following special precautions shall be adopted.

i. A special guard consisting of three Police Constables shall be engaged to maintain a strict watch over such prisoner by night and day, and such prisoner shall be locked up in a separate cell, if available ;

ii. The ward in which the prisoner is confined shall be regularly searched at short intervals, and when a separate cell is provided the special guard shall allow no one to approach the cell, except the jail officials, the person deputed to give the prisoner his food, the scavenger, or other person specially authorized by the Superintendent in writing;

iii. To enable the guard to watch the prisoner by night, the light shall be so placed as to illuminate the ward or cell. The key of the door of the ward or cell shall be kept by the Warder/Head Warder;

iv. The prisoner shall not be detained in the sub-jail for a longer period than is actually necessary, and both the Superintendent of the sub-jail and the senior Police Officer in charge will be held severely responsible for the safety of the prisoner;

v. In the case of long-term convict who is confined in a sub-jail under the Prisoners' Testimony Act, or who halts in a sub-jail enroute to a Central or District Jail, suitable precautions to prevent his escape should be taken.

D. The police shall not interfere in the matter of jail administration. Their duties shall be limited to guarding prisoners and giving assistance in case of refractory behaviour on the part of the prisoners.

E. An under-trial prisoner who has been admitted as an approver by a Court shall be kept separately at all times from other prisoners and no communication with him should be permitted.

Treasury and Sub-Treasury Guards

363-1. Guards should be provided only for non-banking Treasuries and Sub-Treasuries who handle large amounts of cash. For the security of Stamps and other valuable documents in banking sub-Treasuries no guard need be provided. Arrangements for their safe custody in specially designed Steel safes embedded in walls or floor, electronic security devices and alarm systems will serve the purpose. The Alarm may be connected to nearest Police Station if desired for emergency action by the police.

2. Wherever sub-Treasury Guards are provided the following instructions may be complied with. The period of sentry-go in the case of treasuries and sub-treasuries shall be three hours.

3. At each relief, the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly, noting whether all seals are intact. If there is anything wrong a note shall be made at once in the SRB (Sentry Relief Book).

4. The Officer in-charge of a treasury or sub-treasury guard should be present every evening when the treasury is closed and every morning when it is opened.

5. He should examine the seals with the sentry on duty.

6. The private seal of the Treasury or Sub-Treasury Officer will be affixed to the outside of the treasury door in addition to the official seal. The seal should not be broken except by that Officer's order.

7. No naked light or fire should be allowed near the treasury or sub-treasury buildings. Only an electric light should be so placed as to throw light into the treasury room.

8. The Officer in-charge of the treasury or sub-treasury guard should also receive the sealed bag containing the keys of the record rooms of the respective treasuries for safe custody and sign in the appropriate column of the register maintained for the purpose.

Police Station Guards

364-1. Every Police Station should have a guard consisting of three men from 7 p.m. to 7 a.m., even if there are no prisoners in the lock-up or

no cash in the cash chest. The guard will be mounted at 7 p.m. and the sentries posted at intervals of two hours as in the case of other guards. The guard will be relieved at 7 a.m. in the morning by the Station Writer. So long as the Station Writer is present in the station he will function as Guard Officer. When he goes home, he will hand over charge to the senior-most Constable of the guard, who, besides mounting sentry in his turn, will also act as Guard Officer. The Sub-Inspector and Head Constables should often check the guard.

2. A guard, as required by sub order (1) above, need not, however, be provided at a Police Station, if it is situated in the same compound as, or adjacent to, a sub-jail or sub-treasury, provided that the sentry at the sub-jail or sub-treasury will be able to keep an effective watch over the arms, ammunition and other property in the Police Station.

3. There will be a station watch Constable during the day time from 7 a.m. to 7 p.m. The Station Writer and the station watch Constable will be responsible for guarding the Government property in the Station during the day time. The station watch Constable should be allowed to go first for his midday food and only on his return the Station Writer should go for his food. Both the Station Writer and the station watch Constable should not be absent from the Station at the same time. When the Station Writer leaves the station at night, he will hand over charge to the night guard.

Instructions regarding guards to Police Stations and Armed Outposts in areas affected by terrorist activity

4. For Police Stations or Police posts located in areas affected by terrorists, guarding should be specially planned depending on the location, the layout and the nature of the building, the area and material to be guarded and the existing threat perception. Where the perception is acute and there is every possibility of attack at any time the arrangements to be made should include bunkers or sand bag protection to sentries, securing of arms and ammunition, illumination, access control through pass system, identity card or code words. In such guards, there should be two sentry posts each covering the safety of the others from attack. Barbed wire fencing as an outer perimeter should also be provided. The guards should be re-enforced either by roof-top guard or a parallel guard armed with sophisticated weapons in areas where there is a threat by extremists. The strength of these guards should be decided by assessment of threat to a particular police station/outpost. It is advisable in such situations that normal police work be transacted in an OP in the village or town near the PS for convenience of public with unarmed Head Constables and Police Constables, with the Police Station itself being heavily guarded against

attack by terrorists. The Outposts may not function at nights in such situations. The OP or post may be located in a purely temporary structure.

Guards for VIPs

General

365-1. Guards for VIPs have two aspects. The first and more important is the security aspect. The second relates to the ceremonial part. It should be remembered that all guards meant for VIPs and VVIPs are essentially for security. For the police on guard duty, being a uniformed force, it is necessary that due courtesy to the dignitary and ceremony associated with his visit is built into it, but not in such a manner or to the extent that it overshadows or obscures the main objective. All ceremonies therefore are to be kept to the barest minimum and done in perfect dignity and decorum.

2. Where ceremonial part is to be given more importance in respect of certain dignitaries or occasions the guard should be separate and formed for the purpose and dispersed soon after. This category is generally covered by Guard of Honour which is to be organised for specified dignitaries in the manner prescribed. The guard posted for security purposes should never be converted into some sort of Guard of Honour under any circumstances.

3. There will be no turning out of guards to any VIP or VVIP. The guard will turn out and pay compliments when he leaves for the first time, and when he returns before dusk back to the camp. This however will not include sentries posted at points other than the main gate. At other times, the sentry alone will pay appropriate compliments while others keep a watch on the surroundings.

4. Guards for dignitaries will be provided by the police having jurisdiction over the place where the dignitary stays, according to the security categorisation determined by Security Review Committee (SRC) of the state or as per local threat perception determined by SP/CP. The following points should be followed in providing guard :

A. The sentry will wear only canvas shoes during night.

B. If a dignitary does not wish to have a guard or escort, it may be withdrawn and the fact intimated to the DGP/ADGP, Intelligence.

C. Where a regular guard is not contemplated at the camp of a dignitary in the succeeding sub-orders, but the place where he is camping is an out of the way place or if any trouble is apprehended, a guard must necessarily be posted, the strength of which should be decided by the Superintendent of Police depending upon the circumstances.

D. The standing orders for those type of guards should be drawn up, briefed to the guard personnel and proper training and rehearsals conducted at the place where it is posted or to be posted.

E. The standing instructions should include the area to be covered by sentries, the access control, guarding areas and persons, the type of situations likely to be encountered and emergency action. The plain clothes security men should liaise with guards and guard in charge and brief him on any specific duties and make a clear entry. General instructions like "to be alert" need not be recorded.

5. The strength and deployment of guard for the Chief Minister and Home Minister of the State both at their residences at Hyderabad/ State Headquarter and while on camp shall be determined by the DGP and Addl. DGP Intelligence and Security as per security categorisation determined by Security Review Committee (SRC) of the state.

6. Speaker of Legislative Assembly of Andhra Pradesh, all Ministers of the State Government, Visiting Ministers of Government of India and other States including Deputy Ministers, Deputy Speaker, Lok Sabha and Deputy Chairman, Rajya Sabha shall be provided with a guard of 1 HC and 4 PCs at their residences. Additional guards for any of these dignitaries however will depend on the threat perception as determined by the Intelligence department from time to time or on assessment by the SP/CP.

President of India

7. Residential guards will be provided in accordance with the instructions contained in the book "Rules and Instructions for the protection of the person of the President when on tour", including short residences.

Prime Minister of India and Vice-President

8. Guards will be provided in accordance with the instructions contained in the blue booklet "Rules and Instructions for the protection of the person of the Prime Minister of India when on tour and in travel".

9. For the President of India and the Prime Minister, instructions are issued separately by the Intelligence department. For the Union Home Minister, instructions are issued from time to time by the Addl. DGP Intelligence and Security for compliance.

Guard for the Governor of Andhra Pradesh

10. The guard for the Governor of AP shall be provided by one platoon of APSP as per the security arrangements communicated by the Addl. DGP Intelligence and Security.

11. While on camp, the strength of the guard detailed will be fixed with reference to the location of the place and the number of entrances. One man will be posted in front of the travellers' bungalow, one in the rear, one at the main gate, and as many as may be necessary along the perimeter of the bungalow compound. The guard of the camp residence of the Governor of Andhra Pradesh will consist of 1 S.I., 1 H.C. and 10 PCs. Sentries in the front and rear of the bungalow will take their posts in such a way that there is no inconvenience caused to the Governor and his staff while entering or leaving the bungalow. The rest of the guard will be accommodated in a tent, or some other shelter to be provided for them at a place outside the bungalow compound and as close to the main gate as possible. This is only a rough allocation, and the Superintendent of Police should use his discretion in fixing the number of sentries according to the circumstances obtaining in each case.

12. Sentries in the front and rear of the bungalow will wear only canvas shoes or rubber soled boots during night.

13. The guard will turn out at the main gate whenever the Governor enters or leaves the bungalow. It will consist of all the men except sentries and will be lined up in two ranks on one side of the route. If a bugler is available, he will take post two paces to the right of the Guard Officer and will pay the salute during the compliment. The Governor normally takes the salute from the moving car. The guard will not, therefore, wait for the Governor to alight from the car, but will time the salute in such a manner that when the third motion of the "Present Arms" (SALAMI DO) is concluded, the front portion of the Governor's car is approximately in line with the first file. It will remain at the "Present" till the Governor passes the last file. There is need for the Officer in-charge of the guard to be extremely alert in this regard. Each day, he should ascertain the Governor's programme from the Aide-de-Camp (ADC) and make sure that the guard falls in at least five minutes prior to the actual time of the Governor's departure or arrival. The guard will turn out and present arms only during the daytime.

14. If there are two gates for the bungalow occupied by the Governor when on tour, arrangements should be made for the Governor to use only one of them both for entry and exit, so that the guard may turn out only at the gate used by the Governor.

15. The time of duty for each sentry will be two hours. The Guard Officer and his second-in-command will ensure that they post every relief personally. They will also by turns inspect the sentries frequently and ensure that they are vigilant in their duties. The guards will be changed every day after a duty of 24 hours.

16. Sentries will present arms to the Governor at every appearance. To all other persons entitled to a compliment, they will only give a butt salute. This will be particularly explained to the sentries in the front and rear of the bungalows and at the main gate, each time they are posted.

Guards for Protected Persons

366-1. Protective arrangements are ordered for various categories of people as per security categorisation by SRC, facing threat to their lives by reason of the office they hold or have held or public representatives, informants, factionists etc. The normal guard rules may cause hardship to the protectee and his family as also to the guard personnel. Following are some of the difficulties posed in guarding certain protected persons.

A. The place of residence of protectees may not afford necessary facilities for a guard causing inconvenience to guard personnel affecting their capacity to guard. The protectee may not be in a position to travel by car, nor is he in a position to afford the cost of illumination and other requirements, accommodation for guard and gunmen. The access control or screening visitors may become difficult if the person to be guarded has a small house in a busy area or is easily accessible to public.

B. There are situations when the guards or escorts provided to rival factionists come face to face.

2. The following guidelines for guards, escorts and security men would minimize the difficulties to a great extent.

A. The strength of the guard at the residence should be 1 HC and 4 PCs or 2 HCs and 6 PCs (State Headquarters). Ordinarily the normal guard rules will apply, but in certain circumstances instead of a fixed sentry post a specific beat may be arranged to guard the house. The guard may be trained and armed with carbines. At any given time there should be 2 Constables each supporting the other. In respect of guards which have strength of 2 HCs and 6 PCs they should be divided into two teams and the procedure prescribed in Order No. 361-1 should be followed.

B. Usually 2 plain-clothes security men are provided to those for whom guards are provided at residence. There should be a close liaison between the two as to the response to any given situation.

C. In the event of the escort parties or security personnel confronting their counterparts of another protectee the matter should be informed to the local police at once and they should protect their own protectees rather than go against the other. The senior-most officer present will take charge of the situation until the local police arrive.

D. The unit officer providing guard shall be responsible for making necessary arrangements for the accommodation and other facilities for the proper stay of the guard. This includes hiring of accommodation for the guard, if needed. The expenditure for this may be met from unit budget. If necessary, the additional funds shall be provided by the Government. Under no circumstances the purpose of providing the guard for the protectee shall be compromised.

Class-A Guards

367. The building or premises should have a perimeter wall and/or effective barbed wire fencing sufficiently high with a over-hang of at least one metre. In terrorist-affected or other more vulnerable areas concertina barbed wire at the base of the fencing or wall outside should also be provided. All approaches should be well lighted and whenever necessary searchlights should be provided. Only one entrance should be available and a strong gate electrically controlled, wherever feasible, should be fixed.

1. A minimum of two sentry posts and more, where necessary should be provided.
2. Support sentry for each sentry post should be provided both during day and night.
3. The sentry post should be well protected, which should afford a good view of the area covered by the post.
4. The guard should be armed with SLR or AK 47 rifles with two magazines of 100 rounds of ammunition.
5. The guard room should be separated from the other area where arrangements for rest, guard weapons and other equipment should be made. Toilet facilities, drinking water and food arrangements should be made by the SHO or Company Commander.
6. Plain clothes or uniformed Constables who are sent out or come in to the protected premises in course of duty when they go out and before entering should have instructions to move about in the surroundings of the area watching for any suspicious person. The SHO should at once verify any such suspicion discreetly. Guard waiting PCs at times can do this.
7. Where residential houses are close-by the area beatmen should have a complete picture of occupants and visitors in the normal course of their work. It is important that neighbours are friendly and cooperate with police. The police would ensure this, only if they are friendly and do not interfere with their privacy and normal work.
8. The SHO of the area should brief the guard in charge from time to time of any information he receives. All information received from

superior officers should be communicated in the briefing sessions and also entered in Sentry Relief Book.

9. The nature of threat, the source of threat, the weapons likely to be used, the possible methods of entry specific to each place should all be entered in the Guard standing orders.

Watch and ward duty of an organization including Government

368-1. The watch and ward duty of an organisation including government departments should be left to them as they may requisition the services of SPF, CISF, RPF or privately owned security agencies on payment or may have their own security guards. The bank, treasury, examination papers, protection of railway property, stamps, archives, museums, archaeological sites, cash of government departments are some of the examples covered in this category. The main category of guards with which police is directly connected are those with internal security implications as well as protection of life of persons who face a specific threat by virtue of office they hold or held or being targets of terrorist or organised crime groups. This generally covers those in category A, B, C. Others in category B may in some circumstances acquire security implications in which cases police cover may be required during that period.

Guards for other departments

2. When other departments make applications for guards for emergency purposes, the Superintendent of Police or DCP should use his discretion for providing them.

Police guard for prisoners temporarily sent for treatment in civil hospitals

3. In the case of prisoners sent to a civil hospital for medical treatment, a regular police guard shall be arranged by the Superintendent of Police. If there is a separate ward for prisoners, a permanent guard will be posted at the ward in the hospital unless the ward is empty.

Guards for Public Works Department Officers

4. When a Chief Engineer considers that a guard is necessary for the property in the charge of Public Works Officers when on tour or in camp, he may request the Superintendent of Police, who shall provide the guard, free of charge, if the request is reasonable.

Sentry Relief Book

369. Sentry Relief Book in Form 53 shall be maintained by all guards. The Sentry Relief Book maintained at the guard shall be written up every

time a sentry is changed and signed by the Guard Officer and the relieving sentry. In this, the Guard Officer shall enter the absence of, or neglect of duty by any member of the guard, the escape of any prisoner, the fact of treasury seals being correctly received and correctly handed over, and the letting out of prisoners from their cells for any purpose, their return and all other details connected with the guard duty. Officers, who check the guard will record their visits and particulars, if any, noticed by them in the "Sentry Relief Book".

Guard Duty Roster

370. The Guard Officer shall send the guard duty roster in Form 52 every morning to the Station House Officer, or the Reserve Inspector, if the guard is posted from the Armed Reserve, or the Company Commander, if it is posted from a Special Police Battalion. On the reverse of this form should be noted the number of prisoners in the case of sub-jails, the number of seals in the case of treasury guards, the other particulars or remarks, if any, as well as the remarks of visiting officers. The Station House Officer will send this report to the Inspector with the general diary.

Private guards

371-1. Police guards applied for, by private parties are provided for a limited time on payment, under the provisions of section 13 of A.P., (Andhra Area) District Police Act, on specific orders of DGP or DIGP of the range.

2. If a private guard on payment is provided by a Superintendent of Police in anticipation of the sanction orders of the Inspector General/ DIGP, care must be taken to see that the strength of the guard is equal to the work demanded of it. A guard for duty throughout the day and night should never consist of less than four men besides the Guard Officer. Such arrangement cannot be made beyond 15 days without specific orders of Addl. Director General, Intelligence / DIGP or IGP (Region).

Rules for the presentation of Guard of Honour

G.O.Ms. 1051 G.A. (Political-A), 26-6-1957.

372. The Government have prescribed the following rules governing the procedure for the presentation of Guard of Honour.

Composition and Strength

1. The Guard of Honour will depend on the status of the personage for whom it is mounted.

A. It will consist of 1 Gazetted Police Officer, 2 Junior Police Officers, 2 RSIs or ARSIs and 148 men, whenever mounted for the President of India, the head of a foreign State or Governor-General of a Commonwealth Country.

B. It will consist of 1 Gazetted Officer, 2 Junior Officers, 2 RSIs or ARSIs and 98 men, whenever mounted for the Prime Minister of India, the Vice-President of India, the Prime Minister of a foreign or Commonwealth State or the head of a foreign or Commonwealth mission of the rank of Ambassador or High Commissioner or Minister Plenipotentiary who is accredited to India.

C. It will consist of 1 Gazetted Officer, 2 Junior Officers, 2 RSIs or ARSIs and 48 men whenever mounted for the Governor of a State, Rulers of merged and integrated State within the limits of their former States, the Union Home Minister or the Union Deputy Home Minister or the Foreign Minister of a foreign or Commonwealth State.

D. Such types of guards need not follow the Guard rules regarding weapons, etc. but should effectively achieve the objective of protection by more professional and informal methods. Long Rifles for guards of this nature should be avoided.

E. Instructions regarding the layout of the Guard of Honour, salute, inspection and other details are given in the Drill Manual. Every unit must frequently practice the drill for the presentation of the Guard of Honour and be able to present a Guard of Honour at a short notice.

Escorts

Escorts - General Rules

373-1. Escorts by road should report their movements to Traffic, Highway and all police stations en-route. If the escort vehicle has a wireless or other communication, the movements may be intimated by wireless or cell phone as the case may be to the police stations. They need not reveal the purpose on wireless. Escorts must always travel/return in a body with the officer in charge.

2. Escorts arriving at Hyderabad should report at the AP SAR CPL Amberpet, Hyderabad (created vide RC No.4/APR-SC/2014 dtd. 22-03-2014 of AP DGP Office read with AP reorganisation Act, 2014 (Act No. 6 of 2014 dtd, 1-03-2014 of Government of India and GOMS. No. 65 Fin. (SMPC-II) Dept. dtd. 19-03-2014 of Govrnment of AP to be under the Administrative control of IGP/ADGP APSP). They may deposit their arms and kits in AP SAR/CPL at Amberpet. The Commandant of SAR CPL (AP) will be responsible for necessary arrangements and safety of the Arms and equipment deposited.

3. Police cash escorts should not travel by night if the road is un safe. They may travel on roads where night travel is safe, but should refuse to allow transhipment of cash after dark.

Strength of cash escorts by Road and Rail

374-1A. Government treasuries initially carried out the movement of government treasure for facilitating central and state government transactional requirements. However, in course of time, with the establishment of Reserve Bank and its arrangements with the agency banks like State Bank of India and others at several places, most of the treasuries have become non-banking treasuries and movement of treasure is being effected by the Reserve Bank to its agencies.

B. In Andhra Pradesh, currency chests are maintained with public sector/ nationalized banks and with non-banking sub-treasuries. In addition there are small coin depots in the State. These chests and non-banking sub-treasuries have to be supplied with currency and coins by the RBI periodically, apart from supply of coins to other Issue Offices i.e. Chennai, Bangalore and Tiruvananthapuram. Further the RBI also issues diversion orders for supply of funds from one chest to other chests located in Andhra Pradesh, which also need escort to accompany such remittances.

C. The scale of escorts for cash in the schedule below is given as a general rule, to be increased if local conditions warrant.

Sl. No.	Amount not Exceeding Rupees	Strength				Enhanced rate of Escort Charges
		RI	RSI/ ARSI	HCs	PCs	
1	15,00,000	-	-	1	1	3,000 each
2	15,00,000 to 25,00,000	-	-	2	6	4,500 each
3	25,00,000 to 50,00,000	-	-	2	8	5,500 each
4	50,00,000 to 1,00,00,000	-	1	2	10	6,500 each
5	1,00,00,000 to 5,00,00,000	1	1	2	12	8,000 each
6	5,00,00,000 and above	1	1	2	16	10,500 each

2. Where two Head Constables are provided, an ARSI and a Head Constable may be deputed instead of two HCs.

3. While escorting cash or other valuables exceeding Rs.25 lakhs by rail, two sentries must be posted, one on each side of the compartment, at all important stations and at other stations where the train stops for any length of time.

4. Where the value of a remittance exceeds Rs.25 lakhs but not 1 crore, a Sub-Inspector or Reserve Sub-Inspector should be in charge of the escort, and where the value exceeds 1 crore, an Inspector or Reserve Inspector should be in charge of the escort.

5. When the escort has to be sent partly by rail and partly by road, the SP of the district, where the rail journey terminates, should be informed sufficiently in advance so that adequate number of police men as required by the situation may be kept ready.

6. Every member of the escort party should carry a firearm with at least 10 rounds of ammunition.

Treasure packed in boxes escorted within the district

7. When money is remitted within the district in locked boxes, the police escort should give a receipt in terms of sealed boxes. The escort officer should carefully examine the seals and locks and count the boxes. The loaded boxes have to be weighed in the presence of the escort as a precaution.

Instructions to treasury escorts

375. The following instructions based on those contained in the Treasury Code are for the guidance of officers in charge of cash (treasure) escorts.

Receipt and Delivery - Duties of Officer-in-Charge of escort

1- A. The escorts are solely and entirely responsible for the safe transit of the cash/treasure boxes and for handing over the boxes in the condition in which they received them.

B. The escort officer shall see the boxes of notes and coins weighed. He shall satisfy himself that each box or chest is properly fastened and secured before he takes charge of it. He should refuse to take charge of treasure insecurely packed, reporting the reasons for so doing to his superiors.

C. He will, if he is satisfied, sign the receipt at the foot of each copy of the invoice for ..... bags packed in ..... cases or ..... boxes of marks and weights detailed above said to contain ..... coins and notes to the value of Rs..... The blanks will be filled up in words and, if the escort officer be ignorant of English/Hindi, he will be required to write the number of the bags or boxes, which he has received, in the language he knows on the copy of the invoice to be retained by the Treasury Officer.

D. When the escort officer is relieved in the course of the journey, he will obtain a receipt for "..... /vehicles in good order

said to contain …… coin to the value of Rs…… in …… bags" or for "…… boxes (or sealed wagons) in good order said to contain …… coin and/or notes to the value of Rs……". When the remittance reaches the addressee, the latter will count the bags and weigh the boxes and give receipt for "…… bags said to contain …… coin to the value of Rs. ……" or for "…… boxes of marks and weights detailed in the invoice said to contain …… coin and/or notes to the value of Rs……". If any box be of short weight or shows sign of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.

Escort of cash by rail

2- A. Before the cash/treasure is loaded in a van, the officer in charge of the escort shall examine the van and see that it is secure in all respects. If any defects are found, he shall immediately bring the matter to the notice of the railway stationmaster and if they are not remedied or another secured van is not provided, he shall decline to load the treasure, reporting the grounds therefor to his superiors.

B. Police guards escorting treasure to the railway station and protecting the loading, as well as the party escorting the cash/treasure by rail, should be of the scales laid down in Order 374.

C. The treasure must be deposited in the van in the presence of the entire guard, after which the van shall be locked on both sides. The guard will be furnished with an extra padlock of best quality for each door to be used in addition to any lock furnished by the railway. If the wagon be secured by the concerned officer of the treasury or Reserve Bank or other bank or institution and the other by the escort officer shall hold double locks one key. If there be only one lock, the key shall be held by the concerned officer of treasury/bank but the escort officer is responsible to ensure that the wagon is not opened either before arrival at destination or in case of a breakdown, when the treasure has to be moved to another wagon in his presence. In the case of remittances sent without shroffs, single locks shall be used and the keys entrusted to the escort officer in a sealed cover, which he should not open, except when absolutely necessary in case of a breakdown. If a breakdown separates treasure loaded in more wagons than one, the officer in charge shall divide his guard and make adequate arrangements to guard each part of the convoy, attaching himself to the part where risk is more.

D. If for any reason a box is smashed in transit, the contents should immediately be shroffed under the close surveillance of the escort by the shroff or concerned officer, if he is present, or otherwise by the officer in charge of the escort, and the contents be carefully recorded on the invoice.

E. During the railway journey, the escort will be accommodated in a brake van attached to the treasure van, if goods train carries the remittance, or in the last compartment of any carriage nearest to the van carrying the treasure. In the latter case, the officer in charge of the escort may also travel in the carriage adjacent to the treasure van. None of the doors of the compartment occupied by the escort should be locked.

F. When a wagon containing treasure is detached from the train for any reason, the stationmaster or the guard in charge of the train will warn the police guard in charge of the treasure, in order that necessary arrangements may be made to guard it.

G. The officer in charge of the guard shall, if he so requests, be provided with a reliable torch light, that lasts the whole night. He shall cause a sentry to alight at every alternate stopping place and make sure that the locks have not been tampered. At every important railway station and at other stations where the train stops for any length of time, a Constable sentry shall be posted on the platform close to the treasure wagon or van. If there be several such wagons, it will be sufficient to post two sentries, one at each end of the wagons. The officer posting the sentries shall at the time examine the wagon(s) / van(s) carefully with the aid of a torch light, if necessary, and verify that everything is secure.

H. As the guard is required to be constantly alert on duty, it should be relieved at suitable stations at intervals of about 12 hours. As far as possible, relieving stations should be at district headquarters. The most convenient course should be adopted in each case and due notice for relief of escorts be given to the officers concerned as required as per Order 377. Order 377 shall also be followed as regards the relief of inter-state escorts.

I. The relieving guard officer shall ensure that the numbers of wagons tally with those given in the blank receipt, tendered for his signature, in the form given in para J below, that the locks and all openings or ventilators are secure, that the seals are unbroken without any sign of tampering and that the locked doors of the van cannot be opened. If the seals on a wagon are broken or bear marks of having been

tampered with or if a wagon has not been sealed, the escort officer should insist on the wagon being opened and the number of boxes counted before giving a receipt for the consignment. In such cases, the fact of the wagon having been opened and the number of boxes counted should be endorsed on the receipt.

J. The escort officer in charge will, on delivering the boxes at the treasury to which they are addressed, obtain a receipt for "…. bags said to contain coin to the value of Rs. ……", or for"…… boxes with marks and weights detailed in the invoice said to contain coin and/or notes to the value of Rs……". If any box be of shortweight or shows signs of having been tampered with, it should be opened in the presence of the escort officer. Otherwise he should be allowed to return at once. The form of receipt to be used by a relieving guard should run thus:

"Received charge from …… Police Officer of …… district of railway wagon No. …… said to contain …… boxes aggregating Rs. …… wagon No. …… said to contain …… boxes aggregating Rs. …… (and so on). The wagons were duly locked and sealed and one key for each made over. …… receipts to be given by other relieving guards are also acknowledged. The number and contents of each wagon should be detailed in case of a breakdown".

K. Whenever any breach of these Orders occurs, the officer in charge of the guard must insist on the treasure van being detached from the train and should immediately telegraph the facts to the remitting officer, to his own departmental superior and to the Traffic Manager of the Railways.

L. The Treasury Officer dispatching the consignment to the memorandum of instructions on the subject shall draw the attention of the officer in charge of the escort. These instructions apply to cash remittances sent by Reserve Bank also.

Instructions to be given to escort officer

3. The Treasury Officer, jointly with the police officer who is to travel as in-charge, shall supervise personally, or by substitute, the loading of the vans, and shall hand the police officer a memorandum of instructions, as annexed to this Chapter, in English and Telugu, and as many blank receipts as there will be reliefs, under acknowledgement. The memorandum of instructions shall be handed over on relief to the relieving officer. The GM/DGM of issue department of RBI, Hyderabad may take similar action in case of remittances by RBI. A copy of such instructions shall be issued after the DGP A.P approves it.

Intimation to destination

4. The escort officer when starting with the remittance by rail shall telegraph to his relieving officer the probable time of his arrival at the relief station. He shall also wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure and shall also wire *en route* if any change in the train has been made or if anything has occurred that delay its arrival.

Currency Notes

5. When the remittance consists of currency notes only, small packets of notes shall be carried by one of the Constables of the escort. When remittances consisting of currency notes are entrusted to other officials with escort's security, the police forming the escort will be responsible for the safety of the departmental official and also for the consignment.

Use of firearms by escort of treasure

6. Persons attacking and attempting to loot treasure may be fired upon when the use of arms is necessary for the protection of the personnel and property, the order to fire in such an emergency being given by the escort commander. This course shall be resorted to only when the escort is convinced of the futility of all other means to defeat the attack and the attempt to loot the treasure. The escort should always keep its firearms ready for immediate use in an emergency.

Escort of Arms and Ammunition

376-1. All consignments of arms should be sent or taken delivery of under police escort. The scale of escorts by rail will be as under:

	Quantity		Head Constables	Constables
I.	Number of Arms –	upto 50	2	-
		51 to 100	1	2
		101 and above 211	1	3
II.	Ammunition-	upto 5,000 rounds		2
		Over 5,000 rounds	1	2

2. This scale should be increased if the situation so warrants. The same scale may be adopted for escort by road also, but it should be strengthened, if necessary, according to local conditions at the discretion of the deputing authorities.

3. Arsenal authorities will issue the packages intended for each consignee and furnish in time the following particulars to the police officers concerned.

   A. The date on which the consignments will be ready for delivery;

   B. Designation of the officer for whom the consignment is intended;

   C. number of arms to be issued to each officer;

   D. quantity of ammunition to be issued to each officer; and

   E. other instructions, if any.

4. On receipt of intimation from the Ordinance Depot, that the stores are ready for collection, immediate arrangements should be made to depute necessary escorts as per the prescribed scale to take delivery of the consignments from the arsenals. A separate escort party should be sent to each arsenal.

5. At least 24 hours, notice of the date of arrival of escorts should be given to Chief Ordnance Officer, so that arrangements may be made for the transport of consignments at the other end.

6. The packages are booked by Chief Ordnance Officers "freight to pay". As soon as the stores reach the destinations the officers concerned should arrange for the payment of railway freight charges by drawing the required amount on a contingent bill, or by the issue of credit notes as the case may be. The railway receipts shall be enclosed to the bill. The expenditure should be debited to the relevant head.

7. On receipt of the articles, the officer will check them and bring to the notice of the Chief Ordnance Officer the deficiencies, if any. The printed arsenal vouchers, which will be received by the officers from the arsenals, should be duly countersigned and returned without any delay, if the articles are correctly received.

8. The following details should be furnished in the case of all indents for arms and ammunition on the Ordnance Depots.

   A. Consignment instructions

   B. The designation of the officer and the railway station to which the articles should be booked, and the designation and address of the officer to whom due intimation should be sent by the Ordnance Depot for detailing police escorts to collect the stores ready for issue, in case where the provision of an escort is necessary.

9. A memorandum of instructions in the form annexed to this Chapter, in English and in the regional language and as many blank receipts as there will be reliefs, will be handed over to the escort officer when he is detailed for escort.

10. The escort officer will be provided by the consignor with a list of packages showing their serial numbers and connected voucher numbers. This list will be handed over to the consignee to enable a check to be made that all packages have been delivered.

11. The stores may be loaded in sealed wagons of a goods train or in the brake van of a passenger train or may be kept in the personal custody of the escort in the compartment in which the escort is travelling, depending on the quantity and nature of the stores to be escorted.

12. Before the stores are loaded in a van, the officer-in-charge of the escort shall examine the van and see that it is secure in every way. If any defect is found, he shall immediately bring the matter to the notice of the railway station master and, if they are not remedied or another secure van is not provided, he shall decline to load the stores, keeping his superiors informed.

13. The stores must be deposited in the van and the van padlocked and sealed by the railway authorities in the presence of the whole guard. If, for any reason, the stores have to be loaded in more wagons than one, the officer in charge shall divide his guard and make adequate arrangements to guard each part of the convoy.

14. During the railway journey, the escort will be accompanied in a van attached to the sealed wagon in which the stores are loaded. On occasions, the consignment may have to be loaded in the brake van and it may not be possible to accommodate the escort in a compartment alongside of the wagon, for operating reasons, and they are accommodated next to it. In such cases, a sentry will, after obtaining the guard's permission, travel in the guard's compartment. In any case, the escort should always be near enough to the consignment to prevent any possibility of tampering.

15. When the consignment is in an unsealed compartment or wagon, the sentry(s) on duty shall travel in the same compartment or wagon.

16. A strict watch must be kept for fire. In the event of outbreak of fire, alarm must be raised at once. If necessary, the wagon(s) will be detached and isolated from the rest of the train. Should a fire break out, in the wagon which is being escorted, the escort officer will open the wagon(s) in the presence of the railway officials or, if *en route*, in the presence of the train guard. He will make a note of the articles

destroyed or damaged by fire on the list provided by the consignor, and he will, as far as possible, obtain the signature of the railway officials/train guard against such entries.

17. All escorts should apprise the guard of the train of the coach in which they are travelling and advise him also of the wagon or wagons for which they are providing escort. This will ensure that in the event of anything unforeseen happening which necessitates the cutting off of one of the wagons in question, they may be immediately informed and so enabled to take suitable action to safeguard the consignment.

18. If, for any unavoidable reason, it is necessary to detach a wagon over which an escort has been placed, the stationmaster of the station at which the detaching takes place will issue a certificate to this effect stating the reasons for detaching the wagon. The escort in such a case will detail a guard for the detached wagon and ensure that the detached wagon is sealed irrespective of whether or not it is filled to capacity

Army Head-quarter H.O. letter 0308/ 1/M dated 4-10-1954.

19. Ammunition of the following types and quantities will not be dispatched under escort.

A. Mortars 2 and 3 inch - Numbers 24.

B. Small arms ammunition - Boxes 24

C. Explosives - Maximum weight permissible under the Red Tariff.

20. Ammunition falling under the above categories will be dispatched by passenger train "freight to pay" and the dispatch details intimated to the consignee by telegram or letter immediately after dispatch to arrange collection from the railway station without delay.

21. Wherever it is considered necessary, the Ordnance Depot will intimate the consignee to arrange for an escort, in which case the rules in sub-orders (3) to (18) will apply. In case where arms and/or ammunition are sent to Ordnance Depots or moved from one district to another, the instructions in sub-orders (1) to (20) above will apply.

Relief of the City escort

377-1. Officers and men for escort starting from the Hyderabad City will be provided by the Commandant, Special Armed Reserve (SAR CPL AP) at Amberpet.

2. Subject to the provisions in Order 379, escorts from SAR CPL AP with treasure from the Hyderabad City shall proceed to the final destination within the State, collecting and handing over treasure *en*

route at intermediate railway stations both on the outward and return journeys, as required by requisitions received from the Currency Officer (GM/DGM of issue department).

3. The escort will work on exactly the same system of relief as any ordinary guard, and the provisions of Order 375-2-H will not apply to the City. Sentries posted for duty as per Order 375-2-G will be relieved every 3 hours.

Relief of escort to and from Andhra Pradesh-Treasure and Prisoners

4. The following rules are prescribed for the relief of escort's in-charge of prisoners or treasure coming into or going out of the State of A.P.

A. In all cases where relief of escorts is necessary, three days clear notice should be given by wireless and/or fax by the dispatching officer to the first relieving station in the neighbouring State furnishing the following information.

B. In the case of prisoners —

a. the number and class of prisoners

b. whether dangerous, ordinary, under-trial, female or juvenile

c. the strength of the escort to be relieved

d. whether hostile or support demonstrations are likely at halting/ stopping stations *en route*, and

e. the date and probable hour of arrival of the escort.

C. In case of treasure —

f. the value of the treasure

g. whether in gold, silver, copper nickel or currency notes

h. the number of wagons in which treasure is loaded

i. the number of boxes in which the treasure is contained in each wagon

j. the strength of the escort to be relieved, and

k. the date and probable hour of arrival of the escort.

5. On receipt of the above information the officer concerned will put into force the escort rules of his own State, increase or reduce the strength of the escort in accordance with those rules and make any other arrangements he considers necessary.

6. It should be clearly understood that reliefs for inter-state escorts must always be provided and never refused or withheld on the ground that men cannot be spared.

7. Parties escorting treasure or prisoners by rail from other States coming into AP State and those escorting from the A.P.State to places outside the State will normally be relieved at the destination in that State and *vice-versa*.

8. On receipt of information, the SP/Addl. SP concerned or the Commandant, AP State Reserve Police CPL (or, in his absence, the Assistant Commandant), as the case may be, should at once make necessary arrangements if relief is asked for.

9. Escorts for prisoners or treasure proceeding to any place in India outside Andhra Pradesh should, at their starting stations, be provided with a railway warrant up to the destination of their charge and for the return journey. Similar arrangements should be made to the escorts arriving in the State from outside. The cost of railway fares issued under this Order will be borne by the district in which they were issued.

Instructions for the issue of railway warrants for treasury escorts

10. A single railway warrant for the entire party for forward and another for return should be provided to enable them to exchange the warrant for a group ticket and avail free travel as per scale laid down in Appendix 20 to the Treasury Code, Vol. II which is printed on the inside of the cover of the book of railway warrants. A reference should be made to the warrant presented for the forward journey at the starting station in the railway warrant for return journey as follows. The relieved escort should furnish this information without fail to the relieving escort at the time of relief.

    Railway Warrant for the forward journey ..... No..... dated ..... from ..... to.....

Postal remittances - Escorts for

11. Police escorts should on requisition by the postal or Bank authorities be furnished for postal/bank remittances which exceed Rs.100,000 or more in value or which are to be conveyed over unsafe roads. The following principles will be adopted for the recovery of charges from the postal or bank authorities for police escorts supplied to them.

    A. No charges will be claimed from the postal department for police officers who can combine the work of escorting a postal/bank remittance with other work, which they would be ordinarily performing.

    B. Full charges, as calculated under Order 282 for private guards, will be claimed in respect of escorts on which one or more policemen were exclusively employed.

C. As regards escorts, which occur at regular intervals, but not so frequently as to necessitate a special addition to staff, only the travelling and other incidental expenses incurred by the escorts will be claimed.

D. If there are recurring periodical escorts requiring a policeman for ten or more days during a month, additional staff will be engaged and charged for as in sub-order B above.

Escort for prisoners outside the Andhra Pradesh under the Prisoners (Attendance in Courts) Act, 1955 and Chapter 22 of Cr.PC.

378. Relevant extracts from the Andhra Pradesh Prisoners (Attendance in Courts) Rules, 1977, made by the Government of Andhra Pradesh, under Section 9 of the Prisoners (Attendance in Courts) Act, 1955 are reproduced as Annexure to this Chapter for information and guidance. The same provisions are also incorporated in Chapter 22 of Cr.P.C.

Prisoner escorts

1. Police escorts should be provided by the CP/SP for escorting all convicted persons from courts to jails, whenever a requisition is received from any of the courts according to the following scale.

Strength of Prisoners	Strength of Head Constables	Strength of Constables
1 - 2	--	2
3 - 5	--	3
6 - 7	1	3
8 - 10	1	5
11 - 15	1	8

For every two additional prisoners one more Constable should be added and for every ten additional prisoners one more Head Constable should be added. Should special circumstances render the precaution of having a stronger escort desirable, the dispatching officer shall use his own discretion in the matter, keeping the SP informed of the steps he has taken. If an escort party is required to halt for the night at a place at which no secure lock-up exists, the strength of the escort shown above should be adequately increased. If the prisoners to be escorted from jail or to be produced in different courts, as are often the case, the strength of the escort should be as per the above scale

for each court. As far as possible it may be ensured that in each court a proportion of 1:1 is maintained. The escort personnel should normally be armed with long-range weapons and no bayonets should be carried or fixed.

2. In a case where a female prisoner is to be conveyed, a woman police officer or a female should be detailed to accompany.

3. When prisoners are of desperate and dangerous disposition, or from other causes, are likely to attempt to escape, the strength of the police guard shall be increased at the discretion of the local head of police.

4. For overnight journeys by train of more than twelve hours duration the escort Commander must maintain in his notebook, in Sentry Relief Book form details of sentries (the period should be as general rule two hours) as well as their acknowledgments of being posted and taking charge of the particular number of prisoners.

Personal cash property of detenus under police escort

G.O. Ms. 3685 Home 17-9-1947.

5. Detenus are allowed to use their personal cash and property for legitimate purposes during journeys while under police escort. The police escort will be in custody of the personal cash and property and should maintain record of the expenditure incurred during transit.

Producing prisoners in courts (Custodial Security)

379. The following rules have been laid down in the Prisons and Reformatory Manual and the Subsidiary Jail Manual for regulating the production of undertrial prisoners before courts. The Police Officers should refer to Chapter-22 of Cr.P.C. relating to attendance of persons confined in prisons and also refer to the rules made if any by the State Government under Section 268 of Cr.P.C.

1. The duty of ascertaining the time at which a prisoner committed to the sessions is to be produced before the session's court, and of providing the necessary escort for this purpose, rests with the police.

2. The Superintendent of the jail is responsible for the production in court, at the appointed time of a prisoner remanded pending a magisterial inquiry or trial, and shall make suitable arrangements with the police for providing necessary escort.

3. A receipt in Form 62 (of the Prison and Reformatory Manual) or Form 4-B (of the Subsidiary Jail Manual), as the case may be, shall be obtained from the senior police officer of the escort whenever a prisoner, whether committed to the Sessions or under remand, is made over to the charge of such police officer for production in court.

4. The police are responsible for the safe custody of any prisoner committed to their charge till he is returned to the jail or discharged from custody in the due course of law. Hand cuffing of prisoners can be done only with permission of court. In respect of prisoners who are dangerous, likely to escape, unruly, rebellious, it will be IO's responsibility to bring the same to the notice of the court and take permission to hand cuff such prisoner from jail to court and back. The escort officer should report all information in writing to the SHO or IO, which makes him think that any prisoner is dangerous or difficult to manage. The I.O. on this information as also keeping in view the nature of the offence, the background of the offender etc. and on his own enquiries should move the court through the prosecutor and arm the escort personnel with court's orders. The reports of escort personnel and his own information should be contemporaneously entered in the relevant records.

5. When an under trial prisoner has to be brought back to the jail even in the event of his acquittal or discharge, when he is in custody in other cases the senior police officer of the escort should be informed of the fact and the receipt in Form 62-A or Form 4-B of the Sub-jail Manual, as the case may be, taken from him.

6. When women under trial prisoners are taken from the sub-jail to courts or *vice versa*, they shall be provided with conveyances where the distance to be travelled by them exceeds one Kilometre. Conveyance may also be provided for shorter distance in cases, for reasons of health or custom or other valid reasons.

7. **Handcuffing of Prisoners**:

As regards handcuffing prisoners, the Jail Superintendent or the concerned Police officer has to file an application before the concerned Magistrate for issuing orders to hand cuff such prisoner as enunciated by Supreme Court of India in Citizens for Democracy vs State of Assam and Ors in WP (Civil) No 22 of 1995 dt.1-5-1995 (1995 (2) Act (Crl) 701, 1995 (3 Sec) 743.

Following are the grounds as per Apex Court orders :

i. Well grounded basis for drawing a strong inference that the prisoner is likely to jump bail or break out of custody, or play the vanishing trick.

ii. The prisoner is a dangerous and desperate offender

iii. Concrete proof regarding proneness of the prisoner to violence, his tendency to escape. SHO to mention earlier incidents of escape or number of violent bodily or property crimes the prisoner is involved

iv. SHO to provide a copy of such information to the Prison/Jail Supdt for follow up action.

Sick Prisoners

8. The escort of persons confined in a prison requiring treatment in a hospital outside the prison, and from such hospital to the prison and back shall be undertaken by the police. If such a prisoner is admitted as an in-patient in any hospital the police shall also undertake his custody during the period of such confinement.

Prohibition of receipt of Prisoners into jail on Sundays

380. The following are the provisions in the Prison and Reformatory Manual regulating the time for admitting prisoners:

1. No prisoner shall be admitted to any jail on any of the recognized holidays for prisoners except with the written orders of a District or the Chief Judicial (City) Magistrate.

2. No prisoners, except such as may have been temporarily absent attending court, shall be admitted to any jail before sunrise on any day or after the prisoners have been locked up for the night.

Prisoners breaking journey in Hyderabad

3- A. When a prisoner has to be escorted from Hyderabad by a train leaving between 7 p.m. and 7 a.m. he shall be temporarily confined in the Amberpet PS that is at the Head Quarters of AP SAR CPL.

B. When a prisoner has to break his journey at Hyderabad for changing from one train to the other the break will be made only at the Secunderabad railway station and not at Hyderabad or Kachiguda railway stations. If the break is more than 2 hours, the prisoner should be taken to the railway police station, Secunderabad.

C. A prisoner should not, under any circumstances, be taken to the railway station more than 45 minutes before the departure of the train by which he is to travel.

4. Prisoners in transit by rail should be detained in railway police stations, provided lock-up arrangements are available. Otherwise, they should be taken for safe custody to the nearest police station, if there is one within 3 kms from the railway station. If there is no lock-up in the RP station and if there is no PS within 3 kms, the prisoners should be kept in the RPS and guarded, obtaining reinforcement, if necessary, from the RPS. The same procedure should be followed if there is not enough time for prisoners being taken to the PS.

Escort halting at police station

5. An escort in charge of prisoners, halting at a station on its route, is, for the time being, under the immediate charges of the Station House Officer of the station, who is responsible for posting a guard consisting of the escort and so many men of the station as are necessary to bring the escort up to a sufficient strength.

Medical certificate of fitness to travel

6. The medical officer or his subordinate in charge of a local hospital or dispensary shall grant "Certificates of fitness or otherwise to travel" to prisoners, whom it is intended to dispatch to a jail, when such prisoners are produced at the dispensary or the hospital during the usual hours of attendance.

7. At stations where the examination of prisoners for this purpose can be more conveniently carried out at the sub-jail itself, as for instance where a medical officer or subordinate is either in charge of the sub-jail or visits it regularly in the course of his routine duty, the examination may take place on the occasion of his visit to the jail, thereby avoiding the necessity of sending prisoners to the local hospital or dispensary.

Railway and bus warrants for prisoners

8. When prisoners are taken by rail or bus, a railway warrant or bus warrant will be issued for both the prisoners and the policemen who escort them. The entire cost of railway or bus warrants will be borne by the police department.

9. Police escorts for "A" and "B" class prisoners should travel in the class of railway accommodation in which the prisoners in their charge are allowed to travel. In addition, Head Constables will draw half of the second-class fare to which they would normally be entitled. The railway accommodation to be provided for different classes of prisoners shall be as provided in jail rules.

Prisoners by express mail or superfast trains

10. Prisoners may be sent by express or superfast trains. In such an event the department must pay the higher fares chargeable for journeys in such trains.

Reserved accommodation for prisoner

11. Reserved accommodation should be obtained for the conveyance by rail, of all parties conveying prisoners, who number over five including the prisoners, of parties conveying military prisoners, and of persons in the custody of the police who are insane, violent or dangerous.

Prisoners taken by the Railway Police

12. When Prisoners are taken by rail by the railway police, the railway warrant in Form 38 should be used. Credit notes at the bottom will be only for the difference between the fare for the accommodation provided for the prisoners and escort party and the fares for the railway policemen who travel on free passes obtained on requisitions.

Prisoners released on medical grounds

13. If a prisoner ordered to be conditionally released on medical grounds is to be transferred from one jail to another, the escort should be given by the police of the district where the transferring jail is situated.

Escort of Terrorist/Extremist and Dangerous Prisoners

14-A. The strength of the escort should be sufficient to overpower the prisoner in case of emergency. Permission of the jurisdictional court should be taken before hand for hand-cuffing of the prisoners to prevent escape.

B. The vehicle provided should be in good condition and equipped with wireless communication.

C. The escort personnel should be armed with combination of automatic weapons such as SLR, AK 47 and carbines and take precautions from the reach of prisoners.

D. No bayonets should be issued or fixed.

E. A road opening party and additional force at the court premises should be provided by the concerned SP/CP.

Escorts of soldiers

15. Where soldiers in service and in the custody of civil authorities are to be moved from place to place, military escort should be provided and not police escort.

Escort of Protected Persons

381-1. Escorts are provided for certain categories of protected persons who face imminent threat by virtue of their present or past political or administrative assignments or views they hold on certain issues. The Addl. DGP Intelligence circulates list of such persons to the SP/CP, for whom escort is to be provided. The escort can be in uniform or in plain clothes. The weapons to be generally carried are SLRs, Carbines and pistols/revolvers without bayonets. The escort usually consists of 1 HC and 2 PCs. The strength and the number of vehicles may be increased if specifically ordered. One reliable vehicle with a trained driver is provided for each escort. The other equipment should consist

of a first aid box, ropes, power torches, fire extinguishers and smoke candles. The personnel should not wear tight fitting clothes as it would restrict quick movement.

2. The personnel are to be trained and briefed by the officer deputing them. The training schedule of reserve policemen should include different types of escorts.

3. Constant training should dispel casualness, slackness or lack of alertness, as it may jeopardise the protected persons and the escort personnel's security.

4. Apart from any special instructions or orders issued from time to time, the duties to be performed by the escorts of the protected persons shall be as follows: -

   a. Afford protection to the protected person against attack while on road journey.

   b. The escort vehicle should be 15 metres behind the protected person's vehicle and move up if the latter's vehicle slows down. The escort car should not be stopped unless it is inevitable.

   c. Except the escort personnel, no other person should be allowed to travel in the escort car.

   d. While on the move, the escort personnel should keenly observe the route and whenever needed should take preventive steps at vulnerable points of ambush.

   e. While on the move the doors of the car should not be locked.

   f. While communicating on VHF the message should be brief and to the point. One should not indulge in unnecessary long talk and should not tune on radio in the escort car.

   g. When the protected person's car stops the escort should take position near his car to ward off any attack.

   h. If the protected person is moving by walk or if the car is moving slowly, the escort may walk along watching out, keeping two paces behind the PP's position in car.

   i. Extra care and caution should be taken at places where threat is perceived or where prior warning of threat has been received.

   j. Escort personnel should not get mixed with any commotion or celebration and should only cover the Protected Person (P.P.). They should take particular care against accidental or hasty firing of the weapon.

   k. Specific instructions given on each occasion should be complied with

Security at D.G.P residence etc.

382-1. The Director General of Police at his residence is provided with a guard of 1 HC and 4 PCs (A4 category) or a guard as per the security categorisation of SRC of the state. Officers of and above the rank of IsGP may have a guard at their residences depending upon their security categorisation by SRC.

2. The posting of guard (A4 category) to other police officers irrespective of rank is governed by the threat perception assessed by the SRC with Addl. DG/IGP Intelligence as convenor. The Committee should carefully consider the security and nature of protection and decide on a guard only as part of security arrangement and not from any other angle. The availability of manpower should be seriously considered as each guard involves five policemen. The Committee also determines the scale of plain-clothes security to various police officers as distinct from the guard. Electronic security devices as a method of ensuring better security with one or two well-trained men should be the proper way to handle this very sensitive problem.

3. Two drivers shall be provided for the official car of DGP, and the other officers of and above rank of Superintendent of Police working in districts, cities, zones, CID, Intelligence. All official vehicles of Addl. SsP and SDPOs shall have one driver PC provided. All station vehicles including investigation vans shall be driven by HCs or PCs who have a driving licence drawn from their respective strength. All officers are authorised to drive their official cars if they have valid driving licence with attendant responsibilities including making entries in log book (vehicle diary) themselves.

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4. There is no system of police officers having orderlies due to abolition of the system by the Government. Instead a provision is made to attach constables to the residences of police officers exclusively for attending the work of official nature like attending to telephone calls, receipt and delivery of urgent messages and to attend to urgent official matters, receiving and screening visitors, accompanying officers on tours etc., as per the scale given below. This provision may be made applicable to the officers of and above rank of SDPO/DSP depending upon the necessity. This strength shall be provided by the units of AP/ SAR-CPL and AP PTO (only drivers) as the case may be.

A. DGP	1 HC and 4 PCs and	1 Head Constable Driver
B. Addl.DGP/IGP/DIGP	3 PCs and	1 Constable Driver

C. SP	2 PCs and	1 Constable Driver
D. Addl.SP/DSP	2 PCs	

ANNEXURE
(Chapter 17, Order 375-3)
Memorandum of Instructions to be given to the Police Officer in charge of a Remittance by Rail

(Appendix 19 to the Treasury Code, Vol.II-See subsidiary rule 10(c) under Treasury Rule 30)

INSTRUCTIONS

(1) The police officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury, but he should see the boxes weighed and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

(2) The guard should be accommodated in a brake van attached to the treasure van or in the compartment of the carriage next adjoining the treasure van and the doors of the compartment occupied by the guard should never be locked.

(3) The officer in charge of such a guard should wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure, and should also wire again *en route*, if any change in the train has been made or anything has occurred to delay its arrival.

(4) The officer commanding a relieving guard should see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature, that the locks are secure, that the seals are unbroken and bear no sign of having been tampered with; and that the locked doors of the van are not to be opened.

(5) The Treasury or Currency Officer if so required shall provide the officer in charge of such a guard with a lantern which will burn all night. The officer in charge should cause a sentry to alight at every alternate stopping place and ascertain that the locks are secure. During any long stoppage, a guard must remain on duty by the door of the treasure wagon; if there be several such wagons, it will suffice to tell off two men, who may stand one at each end of the wagons.

(6) In case of a breakdown separating a convoy, the officer in-charge of the guard should separate his party, attaching himself to the detached portion.

(7) On delivering the boxes at the treasury to which they are addressed, the officer in charge of the guard should obtain a receipt in the form annexed. If any box be short in weight or shows signs of having been tampered with, it should be opened and the contents examined in the presence of the officer in charge of the guard; otherwise, he should be allowed to return at once. If any box is so opened, the fact shall be entered on the receipt together with particulars of the contents of the box as ascertained by counting.

(8) The officer commanding a relieving guard should use the following form of receipt.

"Received charge from..... police officer of.....district, of Railway Wagon No.. ..... said to contain ..... boxes aggregating Rs..... wagon No..... said to contain boxes aggregating Rs..... (and so on). The wagons were duly locked and sealed, and one key for each made over".

The relieving guard should also acknowledge the receipt of any unsigned receipt forms handed over by the relieved guard for use when subsequent relieving guards have to give receipts. The number and contents of each wagon should be detailed in the receipt. The receipt should be in English, if the police officer is acquainted with that language, or otherwise in the principal Indian language with which he is acquainted.

Note:- If the seals on a wagon are broken or bear signs of having been tampered with or if a wagon has not been sealed, it is the duty of the officer commanding a relieving guard to insist on the wagon being opened and the number of boxes counted before he gives a receipt to the relieved officer. In such cases, the fact of the wagon having been opened and the number of boxes counted should be entered on the receipt.

(9) The officer in charge of the guard should present the command certificate for examination to the remitting treasury or bank officer before the remittance is handed over to him. He should also present it for examination to the treasury or bank officer taking charge of the treasure. The latter should satisfy himself that he is taking over the treasure from the officer named in the command certificate and should, at the same time, check the strength of the escort with that stated in the command certificate, noting any difference that he may find. When all is correct, he will merely sign the command certificate.

(10) Whenever any breach of these rules occurs, the officer in charge of the guard must insist on the treasure van being detached from the train, and should immediately telegraph the facts to the remitting

officer, to his own departmental superior, and to the Traffic Manager of the railway.

(11) When a shroff accompanies a remittance, he is responsible during the whole course of the journey for the contents of the boxes and the police guard acts as an escort. The shroff will not interfere in any way in the performance by the escort of its legitimate duties, but he must satisfy himself that all necessary precautions are being taken. In the event of damage occurring to a box, it is the duty of the shroff to take over any coin that may fall out and to verify the contents and re-pack the box, if necessary. The officer in charge of the guard should see that the shroff is not interfered with in the execution of his duties.

Note-1:- These instructions should be printed both in English and the principal Indian language of the district in which they may be required and a copy containing both the English version in the principal Indian language of the district must be handed by the Treasury or Currency Officer at the dispatching station to the police officer commanding the guard who will travel in charge of treasure. The officer commanding regard will transfer this copy to the officer commanding the relieving guards, if the guard is relieved at any point of the journey.

Note-2:- A copy of the instructions should also be supplied to every officer who is called upon to furnish guards for remittance sent by rail, and he should be requested to impress upon the police officer deputed for this duty the necessity for strict adherence to the instructions.

[Statement]

ANNEXURE

(Chapter 17, Orders 376-9)

Memorandum of Instructions to be given to the Police Officer in-charge of the Escort of Arms and Ammunition by Rail

Specimen Orders to Escort Officers

Office:

Place:

Date:

To (insert name of escort officer)

1. You with …… will escort from..…… to..…… the following stores.

2. Your tasks are —

   a. to prevent interference with sealed wagons throughout the journey;

   b. to safeguard stores in brake vans or in personal custody from pilferage or damage *en route* (delete (a) or (b), if irrelevant); and

   c. to ensure that stores reach their destination as quickly as possible.

3. (This paragraph will contain any special orders as to the property to be escorted).

4. You will dispose your escort in the best manner possible for the protection of the stores entrusted to you.

5. On arrival at the train, you will inform the guard of the coach in which you are travelling and ascertain from guard in charge, which sealed wagon or wagons you are to guard. You will also advise him of any unsealed wagon(s) for which you are responsible.

6. If it is found necessary to detach any of these wagons, you will obtain a certificate to this effect from the station-master of the station at which the detaching takes place and detail a guard for the detached wagon(s), if practicable, otherwise ensure that the wagon(s) is/are sealed and the nearest local police officer requested for assistance.

7. If on your way you think that the stores have been tampered with or damaged or that they are not being sent as quickly as they should, you will, in addition to doing all that you can to protect them, report the same to the nearest Superintendent of Police.

8. On arrival at …… you will :

   a. ensure that the sealed wagon(s) is/are unsealed in your presence by the competent railway authority.

   b. and any other stores over to …… together with the list of packages provided by the dispatching authority. If there are any packages deficient, you will explain the discrepancies, as far as possible, and sign a written explanation, if called upon to do so.

   Signature and designation of the officer deputing the escort.

ANNEXURE

(Chapter 17, Order 378)

Extract of Andhra Pradesh Prisoners (Attendance in Courts) Rules 1977

"RULE 10. The escort of the persons confined in a prison to and from courts in which their attendance is required, and their custody during the period of such attendance shall be undertaken -

(i) by the police, if those persons are confined in a prison in pursuance of an order of a criminal court; and

(ii) by the Nazarath, if those persons are confined in a prison in pursuance of an order of a civil court.

RULE 11. Whenever an order for the production of a person confined in a prison to give evidence or to answer a charge is received from the competent court by the officer in charge of a prison, such officer shall send a copy of the court's order to the local police authority who thereupon shall cause the necessary police guard to be detailed in accordance with the terms of the order and the person confined in a prison shall be entrusted to the custody of that guard. Whenever a person confined in a prison is produced before a court situated outside the district in which he is confined, the officer in charge of the prison shall report the fact of such production to the District Magistrate and the Superintendent of Police of the district from which the person confined in a prison is so produced.

RULE 12. Whenever the court and the prison are in the same city, town or village, the person confined in a prison shall be taken from the prison to the court and back daily, until his attendance is dispensed with. On everyday he attends the court, he shall receive the full jail ration, and shall be allowed to take his midday meal with him for consumption at any convenient hour.

RULE 13. Whenever a person confined in a prison is sent for examination to, or has to halt a night *en route* at a city town or village where there is a central or district Jail, he shall be confined therein. Where there is neither a central jail, nor a district jail, he shall be confined in the subsidiary jail, and where there is no subsidiary jail, he shall be confined in the police lock-up.

RULE 14. If the escort is unable to reach a Central, District or Subsidiary jail or police lock-up before sunset, the police shall make the necessary arrangements for the safe custody of the person in their charge.

RULE 15. If the person under escort is taken to a Central, District or Subsidiary jail, the jail or police establishment guarding it shall be responsible for the custody of such person, whenever entrusted for that purpose.

Provided that no person escorted under these rules shall be admitted into a prison after sunset, nor entrusted to the escort before sunrise.

RULE 16.(1) If the person under escort is taken to police lock-up in which there are no other prisoners, the police in-charge of the lock-up shall permit the person escorted under these rules to occupy a ward in the lock-up the key of which shall be handed over to the escort, and the person shall be entirely under the charge of the escort as regards safe custody, supply of food and the like. On the departure of the escort with its person in their charge, the key of the ward occupied shall be returned to the police in-charge of the lock-up. In the event of any person under escort committing damage to a ward occupied by him, the fact shall be reported to the officer in-charge of the prison when he was brought, who shall defray the cost of repairing the damage.

(2) In the event of a police lock-up being occupied by other prisoners, the person under escort shall be confined with them, the police in-charge of the lock-up being then responsible for his safe custody. The responsibility of supplying the person under escort with food and of watching him shall be that of the police escorting him.

(3) The rules applicable to the prisoners in lock-ups shall apply to persons confined in lock-ups under sub-rules (1) and (2).

(RULE 17 – not reproduced)

RULE 18. A person confined in a prison shall be taken either by rail or by water, but when neither of these modes of conveyance is available, he shall go on foot, unless he is certified by the medical officer to be physically unfit to march in which case the officer in-charge of the prison shall supply either a dholy, muncheel or cart, according to circumstances. No person confined in a prison shall be compelled to march on foot more than 24 km in twenty-four hours. When travelling by rail, the accommodation to be provided shall be of the lowest class in the case of "C" class prisoners, and second class, in the case of "A" and "B" class prisoners.

EXPLANATION 1. Persons confined in prisons and escorted by the police between any two places situated at a distance of more than 16 km from one another and which are wholly or partially connected by bus, may be conveyed by bus, provided that the number of

persons so escorted at a time is small and can be controlled easily, and their presence in the bus does not cause inconvenience or annoyance to members of the public using it. Actual conveyance charges should be paid in such cases.

EXPLANATION II. Women required to be escorted by the police shall be provided with a conveyance where the distance to be covered by them exceeds 2 km. Conveyance may also be provided for shorter distances in cases in which, for reasons of health, or custom, or other valid reason, failure to make such provision would cause undue hardship to them.

RULE 19. A person confined in a prison shall not, while being escorted, be handcuffed, unless there is reason to apprehend, either on account of the heinous nature of the offence of which he has been convicted or charged, or on account of his character or behaviour, that such person may use violence or may attempt to escape.

RULE 20. (1) The cost of conveyance (if any) and of maintaining persons confined in a prison while out from the prison shall be advanced by the officer in-charge of the prison to the officer in-charge of the escort, provided that whenever possible, the escort shall be given articles of diet sufficient for the rations of the persons escorted during their absence, instead of money. If a person under escort is admitted into any prison, he shall be supplied with rations by that prison during the period that he spends there.

(2) The cost of conveyance of persons confined in a prison to and from the court shall be recovered by the officer in-charge of the prison from the court before which such prisoners' attendance is required. No recovery need, however, be made from a criminal court before which a person confined in a prison is produced, in cases where such cost is less than Rs.2. Conveyance and other incidental charges of under-trial prisoners sent from this State to other States and *vice versa* shall be borne by the State sending such prisoners.

(3) The scale of charges for the conveyance of persons confined in a prison, required to be produced to give evidence in civil or criminal courts shall be as follows:

(i) Conveyance charges - The lowest fare admissible for journeys by rail, boat or steamer and actual expenses by road;

(ii) Subsistence allowance - Persons confined in a prison under 'A' & 'B' class at Rs.30.00 per day and 'C' class at Rs.20.00 per day.

(4)The dietary charges of the persons confined in prison in respect of their journey from a criminal court to the prison shall be borne by the criminal or civil court concerned. Conveyance charges other than those incurred in respect of railway and bus warrants in such cases shall be borne by the criminal or civil court. No recovery need, however, be made from a criminal or civil court where such charges are less than Rs.2.

EXPLANATION I. When a person confined in a prison has to travel by rail or by bus, a railway or bus warrant is issued by the police and the Superintendent has only to enter the number of prisoners in the warrant and countersign it. The entire cost of railway or bus warrant is debited to the Head of Account "055-Police".

EXPLANATION II. Persons confined in a prison under 'A' Class, if escorted singly, shall be permitted to travel, if they so desire, in any class of accommodation higher than that, which is permitted to them at their own expense, which shall include any extra cost on account of the escort accompanying them.

Rule 21. When a person confined in a prison is sent from one prison to another under these rules, his original warrant or warrants of commitment and a nominal roll in Form specified in the Appendix to these rules shall be sent with him.

Rule 22. For the purpose of the Prisoners (Attendance in Courts) Act, 1955, and these rules, the Superintendent of the prison shall be deemed to be the officer in-charge of the prison".

SCHEDULE
[G.O.Ms.No.2103
Home (Pol.D). Dt.10-10-1960, Govt of AP]

S. No.	Route (Section of Railway)	For Incoming Escorts		For Outgoing Escorts		Remarks	Govt.Memo through which the concurrence of the other State Govt was communicated
		Centre of Relief	Official to whom requisition for relief should be sent	Centre of Relief	Official to whom requisition for relief should be sent		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Chennai-Vijayawada-Hyderabad Section	Gudur	SP, Nellore	Gudur	SP, Chingleput Dist St.Thomas Mount, Madras		43059/59, Home (Pol.D), dated.15-5-1959.
2	Chennai-Guntakal-Secunderabad	Renigunta	SP, Chittoor	Arkonam	SP, North Arcot District, Vellore		-do-
3	Chennai-Chittoor	Katpadi	-do-	Katpadi	-do-		-do-
4	Bangalore-Guntakal-Hyderabad section	Hindupur	SP, Anantapur	CP, Bangalore			
5	Hubli-Bellary-Guntakal Section	Guntakal	-do-	Bellary	D.S.P, Bellary		9102/57 Home (Pol.C), dated.12-12-1958
6	Guntakal-Wadi-Pune section	Guntakal	-do-	Raichur	D.S.P, Raichur		
7	Bidar-Vikarabad-Secunderabad	Secunderabad-Amberpet	CMT, SAR, Hyderabad	Bidar	D.S.P, Bidar		91021,57.,20 Home (Pol.C) dated.12-12-1958

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
8	Mumbai-Wadi-Pune Section	Secunderabad	-do-	a) Wadi b) Sholapur	D.S.P.Gulabarga D.S.P., Sholapur	For escorts proceeding to destination in Mysore State For escorts proceeding to destinations beyond Mysore State	-do- -do-
9	Purna-Adilabad Section	Nanded	SP, Adilabad	Nanded	D.S.P.Nanded		-do-
10	Mumbai-Manmad-Nizamabad- Hyd	Nizamabad	SP, Nizambadad	Balharsha	D.S.P Chanda		-do-
11	Nagpur-Balharsha-Kazipet-Hyd.	Kazipet	SP, Warangal	Balharsha	D.S.P, Chanda		1542/59-1 Home (Pol.D), dt.7-9-1959. As there is no change no special concurrence of Orissa Government is necessary. However Inspector General of Police, Orissa has agreed
12	Howrah-Visakhapatnam (Waltair Section)	Vizianagaram	SP, Vizianagaram	Berhampur	D.S.P. Ganjam Chatrapur		-do-
13		-do-	-do-	Raipur	D.S.P. Raipur		-do-

DISTRICT TREASURY
Dated
Original

Received from the Police Escort Officer,

……..Bags.

Boxes of marks and weights detailed in the invoice said to Contain……Coin to the value of Rs…… as per……officer's invoice No……..dated……

(This is subject to detailed examination)

	Rs.
Sovereigns	.....
Notes	.....
Silver	.....
Nickel	.....
Copper	.....
	.....
Total	
	.....

Treasury Officer

DISTRICT TREASURY
Dated
Original

Received from the Police Escort Officer,

……..Bags.

Boxes of marks and weights detailed in the invoice said to Contain……Coin to the value of Rs…… as per……officer's invoice No……..dated……

(This is subject to detailed examination)

	Rs.
Sovereigns	.....
Notes	.....
Silver	.....
Nickel	.....
Copper	.....
	.....
Total	
	.....

Treasury Officer

DISTRICT TREASURY
Dated
Original

Received from the Police Escort Officer,

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(This is subject to detailed examination)

	Rs.
Sovereigns	.....
Notes	.....
Silver	.....
Nickel	.....
Copper	.....
	.....
Total	
	.....

Treasury Officer

CHAPTER 18

Protection of Weaker Sections

Protection of weaker sections and responsibilities of Police

383-1. There are important provisions in the Constitution such as Fundamental Rights and Directive Principles of State Policy, which guarantee protection to SC/ST and other weaker and vulnerable sections. In the framework of the constitutional provisions, certain Acts have been enacted and rules framed there under to safeguard the interest of these sections. Hence, Police Officers should have a thorough understanding of these Acts and rules so that they may be appropriately applied in the best interests of these sections. The following orders deal with specific laws enacted for various sections.

Scheduled Castes and Scheduled Tribes

National Commission on SCs and STs

2. These are notified in terms of the Articles 341 and 342 of the Constitution. Scheduled areas are covered by Articles 244 and 244A. It should be noted that scheduled tribes are not only listed but certain portions of the areas of districts or States are declared as scheduled areas. Several safeguards and protections are given to the scheduled tribes in the scheduled areas. Police in the scheduled areas should be familiar with the laws, notifications, protections available and the restrictions on those who do not belong to scheduled tribes, but living in scheduled areas.

3. The Government of India have enacted two Acts viz., Protection of Civil Rights Act 1955 which prescribes punishment for preaching and practice of untouchability and for enforcing any disability arising there from and for matters connected there with; and the SC/ST (Prevention of Atrocities) Act, 2015 which aims to prevent the commission of offences of atrocities against the members of SC and ST, and provides special courts for the trial of such offences and for the relief and rehabilitation of the victims of such offences and for matter connected therewith or incidental thereto. Article 17 of the Constitution of India specifies that untouchability is abolished and its practice in any form is forbidden.

Offences relating to untouchability under PCR Act, 1955. - S.I of Police and above are the investigating officers under this Act.

4. The **Protection of Civil Rights Act 1955** is mainly social welfare legislation. Under this Act the punishments are defined in Sections 3

to 10 with a provision for enhancing penalty u/s 11. The court in certain cases shall presume that an offence is committed on the ground of untouchability unless contrary is proved. Offences are cognizable, triable summarily and Probation of Offenders Act, 1958 is not applicable to persons aged above 14 years. The PCR Rules were passed in 1977 defining the manner in which enquiry has to be made etc. The punishments for offences under the Act are given below:

Sec 3: Punishment for enforcing religious disabilities on the ground of untouchability for various offences mentioned therein like preventing entry into public places of worship or preventing worshipping etc.

Sec 4: Punishment for enforcing social disabilities with regard to access to any shop, public restaurants, hotel or place of public entertainment, use of utensils etc., in any public restaurant, hotel, dharmasala etc.

Sec 5: Punishment for refusing to admit persons to hospitals etc.

Sec 6: Punishment for refusing to sell goods or render services.

Sec 7: Punishment for other offences arising out of "untouchability".

Sec7-A: Punishment for unlawful compulsory labour when to be deemed to be a practice of "untouchability".

Sec 8: Cancellation or suspension of licences of a person when he is convicted for an offence u/s 6 of this Act.

Sec 9: Resumption or suspension of grants made by Government : In cases where the manager or trustee of any Educational institutions, hostel or a place of public worship who has been convicted of an offence under this Act, the Government may direct the suspension or resumption of such grant.

Sec10: Whoever, abets any offence under this Act shall be punishable with the punishment provided for the offence. A public servant who wilfully neglects the investigation of any offence punishable under this Act shall be deemed to have abetted an offence punishable under this Act.

Sec10-A : The State Government may impose a collective fine on the inhabitants of the locality by way of notification if the inhabitant of that area are concerned in or abetting the commission of an offence etc., under this Act.

Sec11: The court can enhance the punishment, if a person is already convicted previously under this Act including for abetment.

Sec12: Where any act constituting an offence under this Act, is committed in relation to a member of a Scheduled Caste the Court shall presume,

unless the contrary is proved, that such act was committed on the ground of "untouchability".

Sec13: (1) No Civil Court shall entertain or continue any suit or proceeding or shall pass any decree or order or execute wholly or partially any decree or order if the claim involved in such suit or proceeding or if the passing of such decree or order or if such execution would in any way be contrary to the provisions of this Act.

(2) No Court shall, in adjudicating any matter or executing any decree or order, recognize any custom or usage imposing any disability on any person on the ground of "untouchability".

Sec14: (1) If the person committing an offence under this Act, is a company, every person who at the time the offence was committed was in charge of, and was responsible to the company for the conduct of the business of the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed with the consent of any Director or Manager, Secretary or other officer of the company, such Director, Manager, Secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Sec.14- A: Protection for Central/State Government officers for taking action in good faith. i.e., no suit or prosecution can be launched for action taken in good faith.

Sec15: Notwithstanding anything contained in Cr.P.C., every offence punishable under this Act shall be cognizable and every such offence, except where it is punishable with imprisonment for a minimum term exceeding three months, may be tried summarily by a Judicial Magistrate of the First Class or in a metropolitan area by a Metropolitan Magistrate in accordance with the procedure specified in the Cr.P.C. However, when any public servant is alleged to have committed the offence of abetment of an offence punishable under this Act, while acting or purporting to act in the discharge of his official duty, no Court shall take cognizance of such an offence of

abetment except with the previous sanction of Central/State Government as the case may be.

Sec15-A: It is the duty of State Government to ensure that the rights accruing from the abolition of "untouchability" may be availed by the concerned persons.

Sec16: Act to override other laws.

Sec16-A: The Probation of Offenders Act 1958 will not be applicable to any persons above the age of 14 years when he is found guilty.

Sec16-B: The Central Government have got power to make rules to enforce the provisions of this Act.

The SC & ST (Prevention of Atrocities) Act, 1989 as amended in 2015 (Act, 1 of 2016) and Rules, 1995.

383-2 The SC/ST Act, 2015 is enacted to punish offences committed by non SC/ST against the members of SC/ST and to provide for special Courts for the trial of such offences and for relief and rehabilitation of the victims of such offences. Offences of attrocities under this Act are listed in section (3)

Sec 3 of SC/ST (POA) Act 2015

Whoever, **not** being a member of a Scheduled Caste or a Scheduled Tribe

Physically administering Obnoxious Substances

a. Puts any inedible or obnoxious substance into the mouth of a member of a Scheduled Caste or a Scheduled Tribe or forces such member to drink or eat such inedible or obnoxious substance;

Intentional activities hurting SC/ST

b. Dumps excreta, sewage, carcasses or any other obnoxious substance in premises, or at the entrance of the premises, occupied by a member of a Scheduled Caste or a Scheduled Tribe;

c. With intent to cause injury, insult or annoyance to any member of a Scheduled Caste or a Scheduled Tribe, dumps excreta, waste matter, carcasses or any other obnoxious substance in his neighbourhood.

Parading, Tonsuring SC/ST

d. Garlands with footwear or parades naked or semi-naked a member of a Scheduled Caste or a Scheduled Tribe;

e. Forcibly commits on a member of a Scheduled Caste or a Scheduled Tribe any act, such as removing clothes from the person, forcible tonsuring of head, removing moustaches, painting face or body or any other similar act, which is derogatory to human dignity.

Occupation and Cultivation of Land

f. Wrongfully occupies or cultivates any land, owned by, or in the possession of or allotted to, or notified by any competent authority to be allotted to, a member of a Scheduled Caste or a Scheduled Tribe, or gets such land transferred;

g. Wrongfully dispossesses a member of a Scheduled Caste or a Scheduled Tribe from his land or premises or interferes with the enjoyment of his rights, including forest rights, over any land or premises or water or irrigation facilities or destroys the crops or takes away the produce there from.

Explanation - For the purposes of clause (f*)* and this clause, the expression "wrongfully" includes:

1. Against the person's will;
2. Without the person's consent ;
3. With the person's consent, where such consent has been obtained by putting the person, or any other person in whom the person is interested in fear of death or of hurt;
4. Fabricating records of such land.

Forced Labour

h. Makes a member of a Scheduled Caste or a Scheduled Tribe to do "*beggar*" or other forms of forced or bonded labour other than any compulsory service for public purposes imposed by the Government.

Compelling grave digging etc,

i. Compels a member of a Scheduled Caste or a Scheduled Tribe to dispose or carry human or animal carcasses, or to dig graves.

Forcible manual scavenging

j. Makes a member of a Scheduled Caste or a Scheduled Tribe to do manual scavenging or employs or permits the employment of such member for such purpose.

Dedicating as Devadasi etc,

k. Performs, or promotes dedicating a Scheduled Caste or a Scheduled Tribe woman to a deity, idol, object of worship, temple, or other religious institution as a *devadasi* or any other similar practice or permits aforementioned acts

Election related crimes

l. Forces or intimidates or prevents a member of a Scheduled Caste or a Scheduled Tribe -

i. Not to vote or to vote for a particular candidate or to vote in a manner other than that provided by law ;

ii. Not to file a nomination as a candidate or to withdraw such nomination

iii. Not to propose or second the nomination of a member of a Scheduled Caste or a Scheduled Tribe as a candidate in any election

m. After the poll, causes hurt or grievous hurt or assault or imposes or threatens to impose social or economic boycott upon a member of a Scheduled Caste or a Scheduled Tribe or prevents from availing benefits of any public service which is due to him;

n. Commits any offence under this Act against a member of a Scheduled Caste or a Scheduled Tribe for having voted or not having voted for a particular candidate or for having voted in a manner provided by law.

Prevention of discharge of duties

o. Forces or intimidates or obstructs a member of a Scheduled Caste or a Scheduled Tribe, who is a member or a Chairperson or a holder of any other office of a Panchayat under Part IX of the Constitution or a Municipality under Part IXA of the Constitution, from performing their normal duties and functions.

Vexatious Civil/Criminal litigation

p. Institutes false, malicious or vexatious suit or criminal or other legal proceedings against a member of a Scheduled Caste or a Scheduled Tribe

Initiating frivolous action

q. Gives any false or frivolous information to any public servant and thereby causes such public servant to use his lawful power to the injury or annoyance of a member of a Scheduled Caste or a Scheduled Tribe

Insulting / Humiliating /Abusing in public view

r. Intentionally insults or intimidates with intent to humiliate a member of a Scheduled Caste or a Scheduled Tribe in any place within public view.

s. Abuses any member of a Scheduled Caste or a Scheduled Tribe by caste name in any place within public view

t. By words either written or spoken or by any other means disrespects any late person held in high esteem by members of the Scheduled Castes or the Scheduled Tribes.

Defiling sacred objects

u. Destroys, damages or defiles any object generally known to be held sacred or in high esteem by members of the Scheduled Castes or the Scheduled Tribes.

Explanation- For the purposes of this clause, the expression "object" means and includes statue, photograph and portrait.

Promoting hatred/ ill-will

v. By words either written or spoken or by signs or by visible representation or otherwise promotes or attempts to promote feelings of enmity, hatred or ill-will against members of the Scheduled Castes or the Scheduled Tribes.

Intentionally touching woman/gestures of sexual nature

w.(*i*) Intentionally touches a woman belonging to a Scheduled Caste or a Scheduled Tribe, knowing that she belongs to a Scheduled Caste or a Scheduled Tribe, when such act of touching is of a sexual nature and is without the recipient's consent;

(*ii*) uses words, acts or gestures of a sexual nature towards a woman belonging to a Scheduled Caste or a Scheduled Tribe, knowing that she belongs to a Scheduled Caste or a Scheduled Tribe.

Explanation - For the purposes of sub-clause -

(i) The expression "consent" means an unequivocal voluntary agreement when the person by words, gestures, or any form of non-verbal communication, communicates willingness to participate in the specific act

Provided that a woman belonging to a Scheduled Caste or a Scheduled Tribe who does not offer physical resistance to any act of a sexual nature is not by reason only of that fact, is to be regarded as consenting to the sexual activity

Provided further that a woman's sexual history, including with the offender shall not imply consent or mitigate the offence

Fouling of water sources

x. Corrupts or fouls the water of any spring, reservoir or any other source ordinarily used by members of the Scheduled Castes or the Scheduled Tribes so as to render it less fit for the purpose for which it is ordinarily used

Obstructing / preventing access to public passage

y. Denies a member of a Scheduled Caste or a Scheduled Tribe any customary right of passage to a place of public resort or obstructs such member so as to prevent him from using or having access to a place of public resort to which other members of public or any other section thereof have a right to use or access to

Forcing a person to leave house / village

z. Forces or causes a member of a Scheduled Caste or a Scheduled Tribe to leave his house, village or other place of residence:

Provided that nothing contained in this clause shall apply to any action taken in discharge of a public duty.

Causing obstruction/prevention from :

za. Obstructing or preventing a member of a Scheduled Caste or a Scheduled Tribe in any manner with regard to -

1. Using common property resources of an area, or burial or cremation ground equally with others or using any river, stream, spring, well, tank, cistern, water-tap or other watering place, or any bathing ghat, any public conveyance, any road, or passage;
2. Mounting or riding bicycles or motor cycles or wearing footwear or new clothes in public places or taking out wedding procession, or mounting a horse or any other vehicle during wedding processions;
3. Entering any place of worship which is open to the public or other persons professing the same religion or taking part in, or taking out, any religious, social or cultural processions including jataras;
4. Entering any educational institution, hospital, dispensary, primary health centre, shop or place of public entertainment or any other public place; or using any utensils or articles meant for public use in any place open to the public;
5. Practicing any profession or carrying on of any occupation, trade or business or employment in any job which other members of the public, or any section thereof, have a right to use or have access to.

Alleged witch craft

zb. Causes physical harm or mental agony of a member of a Scheduled Caste or a Scheduled Tribe on the allegation of practicing witchcraft or being a witch.

Social / Economic boycott

zc. Imposes or threatens a social or economic boycott of any person or a family or a group belonging to a Scheduled Caste or a Scheduled

Tribe, shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to five years and with fine.

Sec 3 (2) of SC/ST (POA) Act 2015

383-3 Whoever, not being a member of a Scheduled Caste or a Scheduled Tribe

a. Gives or fabricates false evidence intending thereby to cause, or knowing it to be likely that he will thereby cause, any member of Scheduled Caste or a Scheduled Tribe to be convicted of an offence which is capital by the law for the time being in force shall be punished with imprisonment for life and with fine; and if an innocent member of a scheduled Caste or a Scheduled Tribe be convicted and executed in consequence of such false or fabricated evidence, the person who gives or fabricates such false evidence shall be punished with death.

b. Gives or fabricates false evidence intending thereby to cause, or knowing it to be likely that he will thereby cause, any member of a Scheduled Caste or a Scheduled Tribe to be convicted of an offence which is not capital but punishable with imprisonment for a term of seven years or upwards, shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to seven years or upwards and with fine;

c. Commits mischief by fire or any explosive substance intending to cause or knowing to be likely that he will thereby cause damage to any property belonging to the member of a Scheduled Caste or a Scheduled Tribe, shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to seven years and with fine;

d. Commits mischief by fire or any explosive substance in ending to cause or knowing it to be likely that he will thereby cause destruction of any building which is ordinarily used as a place of worship or as a place for human dwelling or a place for custody of the property by a member of a Scheduled Caste or a Scheduled Tribe, shall be punishable with imprisonment for life and with fine.

e. Commits any offence under the Indian Penal Code (45 of 1860), punishable with imprisonment for a term of a ten years or more against a person or property (knowing that such person is a member of a Scheduled Caste or a Scheduled Tribe or such property belongs to such member), shall be punishable with imprisonment for life and with fine

f. Commits any offence specified in the Schedule, against a person or property, knowing that such person is a member of a Scheduled Caste or a Scheduled Tribe or such property belongs to such member, shall

be punishable with such punishment as specified under the Indian Penal Code (45 of 1860) for such offences and shall also be liable to fine.

g. Knowingly or having reason to believe that an offence has been committed under this Chapter, causes any evidence of commission of that offence to disappear with the intention of screening the offender from legal punishment, or with that intention gives any information respecting the offence which he knows or believes to be false, shall be punishable with the punishment provided for that offence.

h. Being a public servant, commits any offence under section (3) of the Act, shall be punishable with imprisonment for a term which shall not be less than one year but which may extend to the punishment provided for that offence.

Punishment for neglect of duties

7. According to ***section 4*** whoever, being a public servant but not being a member of a Scheduled Caste or a Scheduled Tribe, willfully neglects his duties required to be performed by him under this Act, shall be punishable with imprisonment for a term which shall not be less than six months but may extend to one year.

Sec 4 (3) :The cognizance in respect of any dereliction of duty by a public servant shall be taken by the Special Court and shall give directions for penal proceedings against such public servant.

Under section 4 *mens rea* is an essential ingredient. Neglect of duty must have been committed willfully. A *bonafide* action even though it may be erroneous cannot be branded as willful neglect of duty - Rampal Vs State of Rajasthan (1998) 2 Crimes 254 (Raj)

Enhanced punishment for subsequent conviction

8. According to ***section 5*** whoever, having already been convicted of an offence under this Chapter is convicted for the second offence or any offence subsequent to the second offence, shall be punishable with imprisonment for a term which shall not be less than one year but which may extend to the punishment provided for that offence.

Application of certain provisions of the Indian Penal Code

9. According to ***section 6*** subject to the other provisions of this Act, the provisions of Section 34, Chapter III (Of punishments), Chapter IV (General exceptions), Chapter V (Of Abetment), Chapter V-A (Criminal Conspiracy), Section 149, and Chapter XXIII (Of attempts to commit offences) of the Indian Penal Code, 1860 shall, so far as may be, apply for the purposes of this Act as they apply for the purposes of the IPC. The regular IPC sections mentioned in the above chapters are also made applicable along with SC, ST (POA) Act.

Forfeiture of property of certain persons

10. According to ***section 7***

The Special PP should file a memo in the Special Court for forfeiting the property of the accused to the Government on being convicted.

The Special PP should file a memo in the Special Court for attachment of movable or immovable properties of the accused. During the period of trial and on conviction the property so attached is liable to forfeiture to the extent it is required for the purpose of realization of any fine.

Investigating officer should take definite action under this section and contravention of it is illegal and it is liable to be set aside. – Pradeep Pradhan & Another Vs State of Orissa (2005) Cr.L.J1859.

Presumption as to offences

11. According to ***section 8*** in a prosecution for an offence under this Chapter, if it is proved that-

A. The accused rendered any financial assistance to a person accused of or reasonably suspected of committing, an offence under this Chapter, the Special Court shall presume, unless the contrary is proved, that such person had abetted the offence.

B. A group of persons committed an offence under this Chapter and if it is proved that the offence committed was a sequel to any existing dispute regarding land or any other matter, it shall be presumed that the offence was committed in furtherance of the common intention or in prosecution of the common object.

C. The accused was having personal knowledge of the victim or his family, the Court shall presume that the accused was aware of the caste or tribal identity of the victim, unless the contrary is proved.

The presumption is of law. It is rebuttable, and it has to rebutted by 'proof' and not by a bare explanation. All that the accused is required to show is to establish preponderance of probability in his favour. – *Tej Singh Vs State of Rajasthan 1977 Raj L.W.37*

Something more than raising a reasonable probability, is required for rebutting a presumption of law – *Dhanwantrai Desai Vs State of Maharashtra AIR 1964 SC 575*

The accused must adduce evidence *aliundi*

Removal of person likely to commit offence

12. **Section 10: Externment proceedings by Special Court**

(1) The Investigating officer may take up externment proceedings against an accused who is likely to commit offences in schedule/ tribal areas and present the same to the Special Court with the

evidence. The maximum period for which a person can be externed is two years.

(2) The Special Court shall, along with the order under sub-section (1), communicate to the person directed under that sub-section the grounds on which such order has been made.

(3) The Special Court may revoke or modify the order made under sub - section (1), for the reasons to be recorded in writing, on the representation made by the person against whom such order has been made or by any other person on his behalf within thirty days from the date of the order.

Procedure on failure of person to remove himself from area and enter thereon after removal

13. According to ***section 11:***

(1) **if** a person to whom direction has been issued under section 10 to remove himself from any area.

(a) fails to remove himself as directed; or

(b) having so removed himself enters such area within the period specified in the order, otherwise than with the permission in writing of the Special Court under sub-section (2), the Special Court may cause him to be arrested and removed in police custody to such place outside such area as the Special Court may specify.

(2) The Special Court may, by order in writing permit any person in respect of whom an order under Section 10 has been made, to return to the area from which he was directed to remove himself for such temporary period and subject to such conditions as may be specified in such order and may required him to execute a bond with or without surety for the due observation of the conditions imposed.

(3) The Special Court may at any time revoke any such permission.

(4) Any person who, with such permission, returns to the area from which he was directed to remove himself shall observe the conditions imposed, and at the expiry of the temporary period for which he was permitted to return, or on the revocation of such permission before the expiry of such temporary period shall, remove himself outside such area and shall not return thereto within the un-expired portion specified under Section 10 without a fresh permission.

(5) If a person fails to observe any of the conditions imposed or to remove himself accordingly or having so removed himself enters or returns to such area without fresh permission the Special Court may cause him to be arrested and removed in police custody to such place outside such area as the Special Court may specify.

Taking measurements and photographs, etc. of persons against whom order under Section 10 is made

14. According to ***section 12*** every person against whom an order has been made under Section 10 shall, if so required by the Special Court, allow his measurements and photographs to be taken by a police officer. Refusal or resistance is punishable under section 186 IPC.

Penalty for non-compliance of order under Section 10

15. According to ***section 13*** any person contravening an order of the Special Court made under Section 10 shall be punishable with imprisonment for a term, which may extend to one year and with fine.

Special Court and Exclusive Special Court (Sec.14)

16. Special Courts are constituted to conduct speedy trial.

Preventive action to be taken by the law and order machinery

17. According to ***section 17*** a District Magistrate or a Sub-Divisional Magistrate or any other Executive Magistrate or any police officer not below the rank of a Deputy Superintendent of Police may, on receiving information and after such inquiry as he may think necessary, has reason to believe that a person or a group of persons not belonging to the Scheduled Castes and or the Scheduled Tribes, residing in or frequenting any place within the local limits of the jurisdiction is likely to commit any offence or has threatened to commit any offence under this Act and is of the opinion that there is sufficient ground for proceeding, **declare such an area to be an area prone to atrocities** and take necessary action for keeping the peace and good behaviour and maintenance of public order the tranquility and may take preventive action. The provisions of Chapter VIII, X and XI of the Cr.P.C. shall, so far as may be, apply for this purposes.

No Anticipatory bail

18. According to ***section 18*** (Section 438 Cr.P.C Anticipatory bail) shall not apply in relation to any case involving the arrest of any person on an accusation of having committed an offence under this Act.

Non-application of Probation of Offenders Act

19. According to ***section 19*** the provisions of Section 360 of the Cr.P.C. and the provisions of the Probation of Offenders Act, 1958, shall not apply to any person above the age of eighteen years who is found guilty of having committed an offence under this Act.

Act to override other laws

20. According to ***section 20*** save as otherwise provided in this Act, the provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force or any custom or usage or any instrument having effect by virtue of any such law.

Protection of action taken in good faith

21. According to ***section 22*** no suit, prosecution or other legal proceedings shall lie against the Central Government or against the State Government or any officer or authority of the Government or any other person for anything which is in good faith done or intended to be done under this Act.

Witness-Victim Support

Sec 15 A Rights of Victim and Witnesses

1. State (Police) to protect victim/witness from any intimidation, coercion, inducement, violence or threats of violence
2. Victim to be treated with dignity
3. Police to inform victims of accurate court proceedings including bail
4. Victim has a right to summon parties through Special court for production of any document/material, witnesses and to examine them (new enabling provision);
5. Victim has a right to file written submissions on conviction, acquittal or sentencing;
6. Special Court to provide (a) complete protection to secure the ends of Justice, (b) pay traveling and maintenance expenditure during investigation, inquiry & trial (c) the social-economic rehabilitation and (d) re-location;

   All proceedings under the Act should be video-recorded. The atrocity victims/dependents have a right to take the help of NGOs/Social workers/Advocates. The SHO/IO is duty bound to record any intimidation, coercion or inducement or violence or threats of violence and issue F.I.R copy to victim.

Differences between the SC/ ST (POA) Act, 2015 and the PCR Act.

384-1A. Under SC/ST (POA) Act the accused should be non SC/ST person except abettors whereas under PCR Act anybody can be an accused;

B. In SC/ST (POA) Act victims can be either SC or ST whereas under PCR Act the victims can be only SCs;

C. Under SC/ST (POA) Act some of the offences attract the provisions of IPC also in which case offences can be charged both under this Act as well as under IPC. However in PCR Act the offences are specifically religious or social disabilities;

D. In SC/ST (POA) Act, 2015 the offences are triable by special courts of a level of sessions court established by the Government and special P.Ps are appointed for the purpose of conducting prosecutions whereas under PCR Acts the offences are triable by Judicial first class Magistrates;

E. Under SC/ST (POA) Act, 2015 the offences are cognizable and non bailable and non compoundable whereas under PCR Act the offences are cognizable and bailable;

2. The investigation under this Act should be done by an officer not below the rank of DSP. The IO should complete the investigation on top priority within 30 days and submit a report to the S.P. in view of Memorandum No.508/H1/85-4 dated 14-10-1985 of the Social Welfare Department laying down that Police should complete the investigation speedily and file charge sheet in the cases within the shortest possible time not exceeding 30 days.

3. The cases are cognizable, non bailable, non compoundable as contemplated under Cr.P.C Apart from this a public servant (not being SC or ST) who willfully neglects his duties required to be performed by him under this Act shall be punishable with imprisonment of a term not less than six months.

4. Some of the offences under section 3 of the Act equally attract the provisions of corresponding sections in IPC and so a case should be registered under the relevant provisions of both the Acts for proper investigation of cases.

Guidelines to Police Officers Investigating Cases under SC / ST (POA) Act, 2015 and PCR Act, 1955

Article 17 of the Constitution of India has abolished the practice of untouchability in all forms. To give effect to this Article, Parliament enacted the Untouchability (offences) Act, 1955 and later renamed it as "The Protection of Civil Rights" Act, 1955 and notified the Rules in 1977 to implement the Provisions of the Act. Later, the Parliament passed the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 2015 which enable the police authorities for taking specific measures to prevent the atrocities. To carry out the provisions of this Act, the Government of India notified the Schedules Castes and the Scheduled Tribes (Prevention of Atrocities), Rules in the year 1995 as amended vide GSR 725(E), dt.8-11-2013 and vide G.S.R. No.

424 (E), dt. 14-04-2016 Rules 2016 are notified. In view of the above, the Police Officers have been entrusted with the noble duty to implement all the provisions of the enactments and in right spirit. The SC/ST (POA) Act 2015 envisages forfeiture of the property of the accused person by the Special court on conviction. The Special Court may order Externment (Sec 10) on Police report of persons likely to commit offences.

Measures to be taken by Police Officers

In this regard, certain measures which are needed to be taken by the Police Officers, who directly or indirectly deal with the incidents of atrocities or practice of untouchability in their respective jurisdiction are as under :-

1) To identify the atrocities prone areas/villages in order to enable themselves to take adequate preventing measures well in time. (Sec 17, Act 2015)

2) They should visit the identified areas and review the Law and Order situation from time to time. In land disputes between SC/ST and others, the SHO shall inform the Tahsildar/RDO for urgent redressal.

3) To cancel the Arms licenses of the persons who have misused a licensed firearm for committing atrocities or are likely to commit atrocities by hurling threats.

4) To organize awareness campaign in the identified areas to educate the SCs/STs about their rights and protections available to them under different enactments

5) To deploy pickets in such identified areas, where there is an imminent danger of reprisal against SCs/STs

6) In extreme situations Arms licenses may be recommended to be issued to the SCs/STs to enable them to protect their lives and properties

7) Various complaints of atrocity on SCs/STs like forcing them to eat/ drink any inedible substance, causing insult or annoyance, parading them naked/with painted face, wrongful occupation/dispossession from their land, house etc., forcing bonded labour, use of force in casting of vote, institution of false cases, intentional insult in public views, outraging modesty of SC/ST women, refusing access to a place of public resort, expelling SCs/STs from their houses/village etc (28 types of atrocities) are covered under section 3(1) of the SCs/STs (POA) Act 2015. Whereas, some of offences like fabricating false evidence, mischief by fire, attempt to cause disappearance of the evidence etc., for which the SC/ST person is likely to be convicted of an offence

which is not capital but punishable with imprisonment of (07) years or upwards, would fall u/s 3 (2) of the SCs/STs (POA) Act.

8) All the cases of atrocities on SCs/STs by non SCs and STs should be registered under the provisions of the SCs/STs (POA) Act, 2015 only, while the cases of enforcing any disability on account of preaching and practicing untouchability should be booked under the provisions of PCR Act. All the concerned officers should clearly understand the provisions of these two enactments and their applicability.

9) If any offence under sec. 3 of SCs/STs (POA) Act 2015 is committed by a public servant, he is liable to be prosecuted u/s 3(2) (vii).

10) On receipt of a representation/complaint pertaining to any offence under the provisions of the SCs/STs (POA) Act 2015 either in writing or orally at the Police Station, the Officers-in-charge shall reduce it into writing, read over to the complainant and register a case, as provided under Rule 5(1) of the POA Rules of 2016 r/w 154 Cr.PC and if the Officer-in-charge of the Police Stations fail to do so, it amount to 'wilful neglect of duty" which in itself is an offence u/s 4 of the said Act.

11) While registering FIR, it should be ensured that correct sections and Sub sections under the appropriate Act are applied. Any attempt of burking or minimizing the gravity of the offence shall be treated as "Wilful neglect of duty" which is punishable under this Act.

12) All the cases of bogus caste certificates should be booked u/s 420 IPC.

13) The IOs should refrain from becoming parties to the compromises/ out of court settlements in cases of specific accusations as defined under the Acts.

14) All the cases referred u/s 156 (3) Cr.PC by the court should be promptly registered and the FIR copies should be sent to court and other concerned officers without any delay. If there is any dereliction of duty on the part of the IO, he shall be liable for contempt of court and also for Departmental action.

15) FIR copy in every case should be sent to the District Magistrate, with a factual report to enable him to take decision regarding sanction of relief under Rule 12 of SC/ST (POA) Rules 2016 and rehabilitation measures and a copy of the FIR should also be given to the complainant.

16) FIR copy should also be sent to CP/SP promptly with a "request to appoint the Investigating Officer of DSP rank at the earliest, to enable such officer to commence investigation without any loss of time. (Rule 7)

17) The Investigation Officer i.e an ACP/DSP/SDPO has to be appointed by the C.P/SsP, to expeditiously investigate the case booked under (POA) Act, 2015 as envisaged under Rule 7 (1) of SCs/STs (POA) Rules of 1995. Non-compliance of the above legal requirement would vitiate the entire investigation

18) Rule 7(2) stipulates that the investigating officer so appointed under sub-rule (1) shall complete the investigation on top priority basis within **thirty days.**

19) In case the appointed IO is transferred out, another Dy.SP has to be appointed as IO and it has to be done by issuing a fresh Appointment Order by S.P/C.P under Rule 7(1)of SC/ST (POA) Rules, 1995/2016.

20) On receipt of the appointment order from the SP/CP the appointed IO should take up investigation from the stage of FIR. If the initial investigation has been done by an officer legally not competent, it is an irregular investigation and mere verification of such investigation by the Dy.SP is void and irregular under the Law.

21) In case, the charge sheet is filed by an officer who is not legally competent , it is null and void and hence the specially appointed Dy.SP should seek permission of the Court by filing petition u/s 173 (8) Cr.PC and proceed with further investigation from the initial stage i.e from the FIR stage after obtaining the permission of the Court.

22) Since, the investigation in cases under SC/ST (POA) Act 2015 need to be completed within 30 days, the IO must ensure that the witnesses have to be examined u/ s164 Cr.PC within the stipulated period. Tendency to get Sec 164 Cr.PC statement done after months together should be put to an end, as such practice is found to be against the interest of the victim/complainant. The victim / witnesses shall be paid TA/DA.

23) The IOs should refrain from getting the statements of witnesses recorded u/s 164 Cr.PC, if it is likely to weaken the case of prosecution. As per established Law, such statements only should be got audio-video recorded u/s 164 Cr.PC which are likely to strengthen the case and submit the audio-video CD to the Court the next day.

24) In cases of bogus caste certificates, the IO should also invariably investigate into the conduct and character of the certificate issuing/ inquiring authorities for their prosecution if so required and write to the concerned department for initiating departmental action against the accused officers, while furnishing the relevant material required to be relied upon by the appropriate authority.

25) The IO has to write to Sub Divisional Magistrate with copy to Collector for all the permisible reliefs and grants as per the Act 2015 and

particularly implement Sec 15 A (victim - witness support) A list of entitlements should be furnished to the victim / witness / dependents.

26) The IOs should not hesitate to arrest the accused promptly when they are likely to tamper with the evidence by way of threatening or winning over the witness or terrorize the complainant or they are likely to abscond etc. It should also be ensured that the non-arrest of the accused does not result into commission of series of offences against the victims.

27) On knowing that Anticipatory Bail petition has been filed in the Session court or High Court by the accused, the IO should immediately meet the concerned APP/Spl PP/PP and apprise him of the facts of the case, to enable him to oppose the bail. However, if the court entertains such petition, the IO/Spl PP/PP/APP should rely upon Section 18 of SCs/STs (POA) Act, 2015 (However, the Supreme Court in *Ramesh Prasad Bhanja vs State of Orissa (1996) and Crl.J 2743 (Ori)* ruled that "the expression an accusation of having committed" an offence under this Act does not mean that mere registration of the case under this Act would *ipso facto* attract the prohibition contained in Sec 18. The provision of Sec 438 Cr.PC cannot be said to be inapplicable in each and every case".

28) The Investigation Officer should examine the important and relevant witnesses only, as that would help him to unearth the truth and complete the investigation within a period of 30 days.

29) It is noticed that some of the accused are getting counter cases registered against the SC/ST complainants. In this regard, the IOs must ensure that the investigation in both the cases to be completed within 30 days and that the false case is closed. Undue delays in this regard are viewed with suspicion by the public and victim in particular.

30) In the cases booked against public servants, the concerned IOs should obtain permission of the Government to prosecute the accused u/s 197 Cr.PC before laying the charge sheet.

31) It is well-established principle that the evidence of the complainant alone shall be sufficient for laying the charge sheet in the Court, if it is capable of inspiring the confidence of the court. The tendency to close the cases as False/MF, on the basis of the evidence of unimportant witnesses while ignoring the evidence of the complainant needs to be put to an end and Range DIG/IGP are empowered to order for closure of case as False/MF/Mistake of law after thorough scrutiny of evidence.

32) The IO must furnish the required number of copies of the relevant material to the accused and promptly produce the accused in the Special

Court to get the charges framed early in the designated Sessions Court in all the districts.

33) In these cases, the IO must make an attempt to gather evidence to the effect that the accused were aware of the victim's caste at the time of committing the offence. (to invoke presumption section)

34) After completion of investigation, the IO should file the charge sheet in the concerned JFCM Court/Metropolitan Magistrate Court for committal sake and not in the Special Court.

35) The IOs should send Memo of evidence incorporating list of documents, list of material objects and also list of witnesses along with charge sheet and obtain acknowledgment for the same.

36) The IO should enclose injury reports, FSL Report, Medical opinion etc. along with the Charge Sheet while filing in the Court. Presence of accused can be proved by taking their Cell phone location from the service provider u/s 65-B of Indian Evidence Act.

37) Any attempt on the part of the accused to threaten the witnesses or to tamper with the evidence etc., the IO should bring it to the notice of the Court and seek denial or cancellation of the bail as the case may be, including penal action u/s 195 A IPC. Failure to attend court after release on bail entails punishment u/s 229 A IPC. Spl PPs should insist upon Sec 441 A Cr.PC provision of declaration by sureties before the court as to the number of persons to whom such person stood surety including the accused

38) The IO should proceed u/s 82 and 83 Cr.PC against the sureties, when the accused are absconding and NBWs are pending against them. Non-appearance in response to a proclamation u/s 82 Cr.PC entails penal action u/s 174 A IPC.

39) The IO should take prompt and effective steps in consultation with the PP to get the "stay", if any, vacated by approaching the Superior Courts.

40) The Investigating Officer should give adequate briefing on the case and prepare the vicitms / dependents for trial in the presense of Special PP. {Sec 15 A (11)(m)} The witnesses or whose 164 Cr.PC statements are already recorded must be warned of action u/s 193 IPC if they turn hostile in the court.

41) If the witnesses in attendance in courts are to be sent back without examination by the Court on the request or due to absence of the accused, the Prosecuting Officers should insist on the examination of such witnesses or insist on payment of cost to the witnesses by the

accused, as provided under Rule 11 of SCs/STs (POA) Rules, 1995/ 2016.

42) The SsP must ensure that the District Magistrate do prepare a panel of Senior Advocates for conducting cases in the Special Courts as Spl. PP and send the same to the Government for notification in the official Gazette wherever tenure of PPs term is over. The ADGP, CID/DIG, CID PCR cell may review the performance of the Special PP at least twice in a year and in case he has not conducted the cases with due care and caution, his name may be sent for de-notification.

43) The Commissioner of Police/Superintendent of Police/Unit officer may also recommend to the District Magistrate, if so desired by the victims, to engage an eminent Senior Advocate for conducting the cases in Special Court. The victim may request court for examination of such witnesses, production of such documents which are not mentioned in the Charge Sheet.

44) Summons on the Police Officers to give their evidence should be served promptly and it should be ensured by the supervisory officers that they do attend the Court to give their evidence.

45) Police should assist the Courts in bringing forward the witnesses/ accused promptly to ensure smooth and expeditious trial of the case and prompt payment of TA / DA.

46) The dilatory tactics adopted by the accused should be effectively and honestly countered by way of formally opposing the applications for adjournments as such tactics are counter to 309 Cr.PC and also request the Court to go ahead with the trial as provided u/s 317 (1) Cr.PC

47) The Commissioners of Police/Superintendents of Police should interact with Special PPs frequently before commencement of trial and during trail. Special Crime review should be held on a Saturday in a month in the presence of I.O/Spl PPs.

48) The cases are getting abnormally delayed mainly due to non-attendance by the accused, non-attendance by the witnesses, lack of commitment on the part of the IOs/APP/Spl PP/PP etc. It can be countered by formally opposing the exemption from attendance petitions and obtaining NBWs against such accused. The IOs should also sincerely execute the NBWs/BWs against the accused to ensure speedy trial and also to proceed u/s 82 and 83 Cr.PC against them, if situation so warrants.

49) In cases where some of the accused are not attending the court for a long time, the IO/APP/Spl.PP/PP should get the case split up against the absconding accused, who are not likely to be arrested in near future, as provided u/s 317 (2) Cr.PC. Write to ADGP CID for issuarance of Look out circulars against such absconding warrantees.

50) Where there is no likelihood to secure the presence of the accused in near future after framing of the charges, the IO/APP/Spl.PP/PP should request the court to examine the witnesses u/s 299 Cr.PC

51) The Commissioners of Police/Superintendents of Police must initiate appropriate disciplinary action against the IOs for the lapses pointed out in the Judgment and in cases of lapses on the part of the Special PPs the same may be addressed to the District Magistrate/Director of Prosecutions. (Ref. State of Gujarat vs Kishanbai Crl. (A) No. 1485 of 2008 dt. 07-01-2014)

52) The Commissioner of Police/Superintendents of Police must actively liaise with the District Magistrate for effective functioning of District Vigilance & Monitoring Committee by way of causing critical review of cases for their expeditious disposal, organizing awareness campaigns, seeking involvement of NGOs review of relief and rehabilitation measures.

53) The stringent provision of the Act regarding neglect of duty by public servant, forfeiture of property, Externment of persons from Scheduled and Tribal areas, imposition of collective fines, if judiciously implemented would create deterrent climate for the offenders.

54) In all the acquittal cases, the judgment copies should be obtained from the court at the earliest to send the same to concerned SP or Inspector General of Police, CID, Andhra Pradesh along with the opinion of APP/Spl PP/PP within (20) days for scrutiny and to enable them to take decisions regarding filing an appeal or otherwise. Remember that the victim also has a right to go in appeal u/s 372 Cr.PC

55) The Commissioners of Police/Superintendents of Police should personally review the Final reports and take appropriate decision at their level keeping the following points in view among other things.

a) Whether the IO has explained the delay in lodging the complaint, if any.

b) Whether the IO has examined all the eye witnesses specially those who have been cited in the complaint

c) Whether the IO has collected the Caste certificate of the complainant and accused

d) Whether valid appointment orders are placed in the CD file

e) Whether opinion of the concerned A.P.P / Spl. PP / PP has been obtained

f) Whether the Investigation Officer so appointed under Rule 7 (1) of SC/ST (POA) Rules, 1995 had completed the investigation on top priority within 30 days as required under Rule 7 (2) of SC/ST (POA) Rules, 1995

56) The District Superintendents of Police/Commissioners of Police are requested to take action against any Police Officer u/s 4 of SCs/STs (POA) Act, 2015 who wilfully neglects his duties required to be performed by him under this Act.

57) The SsP shall send the CD(Case diary) file to DIG of Range in case of taking a decision for referring the case on MF/ML/UN.(Mistake of Fact/Mistake of Law/Undetected/Civil nature.

58) The copies of Judgments in all acquitted/convicted cases also should be sent to Addl Director General of Police, CID, Andhra Pradesh who will review and pass on instructions to SsP/CsP for taking further action.

59) If victim is a woman, women Police officer has to be deputed for taking care, recording audio-video electronic statement in the presence of DSP/SDPO/ACP.

(Courtesy, some points from West Bengal, CID circular)

Rules under Civil Rights Act

5. The rules under the Civil Rights Act provide for enquiry into incidents by the Sub-Divisional Magistrate and above. The Bonded Labour System (Abolition) Act 1976, the Child Labour (Prohibition and Regulation Act 1986), the Forest Conservation Act 1980, Panchayats (Extension to scheduled areas) Act 1996 are some of the enactments intended for preventing exploitation of children and the rights of the poor. The responsibilities of the Police in respect of these legislation are dealt separately. It may be mentioned that since a large portion of the affected persons are from Scheduled Castes and Scheduled Tribes the protection available in the above Acts are applicable to them. Wherever relevant and necessary the police officers shall apply the provisions of these Acts as detailed above while dealing with crimes against Scheduled Tribes and the Scheduled Castes.

6. The SC, ST (Prevention of Atrocities) Rules 1995 under the Act specify the preventive measures which have to be taken by the Police and Executive Magistrates and non-Government organizations. Registration of the case by police has to be done in the manner

provided in Rule 5 of these Rules. A PCR Cell under the charge of an IGP is formed in CID. Rule 8 of the SC, ST (POA) Rules 1995 prescribes the duties and responsibilities of this Cell, which include.

A. Conducting survey of the identified area

B. Maintaining public order and tranquillity in the identified area

C. Recommendation to the State Government for deployment of Special Police force or establishing of special police post in the identified area;

D. Making investigations about the probable causes leading to an offence under this Act.

E. Restoring the feeling of security amongst the members of the Scheduled Castes and the Scheduled Tribes.

F. Informing the nodal officer and special officer about the law and order situation in the identified area.

G. Making enquiries about the investigation and spot inspections conducted by various officers.

H. Making enquiries about the action taken by the Superintendent of Police in the cases where an officer in charge of the Police Station refused to enter in the General Diary. (Sub-Rule (3) of Rule 5.)

I. Making enquiries about the wilful negligence by a public servant.

J. Reviewing the position of cases registered under the Act; and

K. Submitting a monthly report on or before 20th day of each subsequent month to the State Government.

PCR Cell and its duties

385-1. The first duty is to act directly and investigate the offences against SC/ST. The second duty is to be a nodal, monitoring, coordinating and advisory agency for the local police department, in so far as the enforcement of these Acts are concerned. Being one of the wings of the CID, it is in a position to have access to all data in SCRB and the DCRBs and issue suitable instructions to all concerned on preventive, investigative and prosecuting aspects. The advisory role of the PCR Cell is important, as several other departments are also charged with the responsibility of enforcement of PCR and SC, ST (Prevention of Atrocities) Act 2015.

2. The PCR Cell should be organised on the following lines.

A. Investigating teams each headed by a DSP/Inspector and 2 SIs and 6 HCs. for investigating on an average 25 cases per year per team. Number of teams to depend on the number of cases taken up by the Cell for investigation.

B. The specialist groups of one Scientific Assistant and photographer for every 2 teams.

C. A crime analysis group separately for this type of crimes in SCRB.

D. Legal consultations at every step of investigation.

E. Transport and other peripherals on par with Law & Order police stations.

3. The PCR Cell will prepare standing instructions fixing procedures and responsibilities for district and city police on prevention and investigation and issue guidelines from time to time.

4. The returns, reports and statements to be generated, periodicals to be prepared should be done in SCRB on the lines required by IGP, PCR Cell. The flow of information meant for PCR Cell in such format as necessary should be channelled to SCRB to avoid duplication at field level and in CID.

5. The CID police station will register the cases to be investigated by PCR cell.

6. The IGP PCR Cell will be assisted by DIGP/SsP particularly for supervision of the cases investigated by the Cell.

Duties of the District and City Police

7. The SP in the districts and CP in cities are responsible to organise both preventive measures and investigation of cases. The local Police will be responsible for preventing atrocities and investigation of cases. The more important cases have to be taken by the detective police stations for investigation.

8. The preventive steps to be taken by local Police are -

A. Information of all incidents, even of a minor nature should be collected and wide publicity about the Act, 2015 be given in villages and towns.

B. The disputes and frictions should be identified and sorted out by prompt intervention.

C. The areas prone to atrocities or where violations of Civil Rights Act takes place should be identified from time to time with a view to focus attention.

D. The SDPOs/ACsP/DSP CID i/c PCR Cell should regularly monitor and review such identified areas and report to SsP/CsP in monthly crime meetings.

E. The build up to a major incident should be pre-empted by timely intervention and activating conflict resolution machinery.

F. If there is a simmering problem with underlying social causes, the matter should be brought to the notice of Joint Collector designated to resolve the dispute.

G. If the problem is factional or political the SDPO/ACP should monitor and take action to defuse the rumblings.

H. Action under security provisions under Cr.PC should be initiated by local Police in appropriate cases.

I. The instructions to beat staff in each police station should include specific guidelines on this subject and their reports should be scrutinized by the SHO.

Investigation of Cases

386-1. All instructions regarding prompt arrival, processing the scene, preservation of all clues, examination of witnesses, searches of places and arrest of accused should be attended to with expedition. The police station of the area should reach the spot promptly and take up investigation without delay. All information relating to crime and criminals should be uploaded in the Intranet of the DCRB/PS for analysis to be useful for investigation as well as for preventive measures.

Monitoring and Review

G.O.Ms.No.116 SW (H) Dept., Dt.26-11-1992 of AP
GO Ms 232 SW (H) dt. 26.11.91 of AP

2. A district vigilance and monitoring committee with District Magistrate as Chairman and a state level review committee with Chief Secretary as Chairman is formed to hold review meeting every three (3) months and six (6) months respectively. The SP should review the preventive actions, investigation of cases and progress of prosecution etc in every crime meeting.

7480 Home Pol-C / 73-1, dt. 30-10-73 of AP

3. Some of the important points from the instructions given by the Government are briefly stated below.

Memo 421/SC & ST Cell/74-6, dt. 18-5-1974 of AP

A. Review of all cases of acquittals to determine whether it is due to improper investigation or lapses in prosecution. This should be done in DCRB/CCRB.

B. All local officials from village level must educate and explain the evils of practicing the untouchability and its consequences.

1299/SC & ST Cell/74-1, dt. 18-5-1974 of AP

C. Due to lack of vigilance and special attention some gruesome incidents are not promptly noticed/reported. All incidents of torture, harassment of SC and ST should be promptly informed to Government and dealt with.

D.O.2260/SC&ST Cell/74-1, dt.23-7-1974 of Secretary, Social Welfare Dept.

*G.O.Ms.35(SC&*ST Cell-A), dt.7-2-1977 of AP

Memo No.3218/A/SC&ST Cell/74-3 dt.19-1-1975

D. SP and Collector are responsible for strict enforcement of Civil Rights Act and should personally visit the places of incidents of violation. They shall exercise overall supervision over prosecution of cases involving the contravention of this Act. The District Magistrate may sanction monetary relief. They should send prompt report to Chief Secretary.

E. Refusal to wash clothes or cut hair (Saloon) of SC is an offence.

4124/SC&ST Cell/74-2, dt.3-3-1975

F. In District Police a Cell should be formed as a part of DCRB to work under the SP directly assisted by Addl. SP. In cities CP will form a cell in CCRB to monitor all cases exclusively.

2023/SC&ST Cell-75-4, dt.1-8-1975
Memo 3255, SC&ST Cell/74-2, dt.9-4-1975

G. Periodical/monthly reports from intelligence, CID in prescribed format are to be submitted to Government with a critical review by IGP in respect of atrocities, violation of civil rights and other offences.

G.O.Ms.No.474 GAD SC&ST Cell, dt.2-8-1975 &

Memo No.1753 H1 84-2 S.W. H Dept., dt.16-11-1984

H. All periodical reports to Government in prescribed proforma in 8 copies are to be sent by the special cell in CID (PCR Cell) and SP and CP may send a copy of such report to Collector.

I. District Magistrate and SP/DCP/CP should critically review all cases every quarter including prosecution.

DO 2738, (SC&ST Cell) 75-1, GA dt.6-9-1975

J. Offences of murder, violence resulting in grievous hurt, rape and serious mischief or arson on caste considerations are to be treated as cases of specially grave nature. As such all the procedure prescribed for those should be followed.

G.O.2880 Home (Pol-C) Dept., dt.27-11-1975

K. SP, CP/DCP and Collector should visit places of occurrence of all grave offences committed on caste considerations and ensure proper investigation and timely relief.

L. The following questions are to be added to the questionnaire for inspecting officers;

a. Whether any cases involving ill treatment or harassment or atrocities on SCs and STs due to caste considerations were reported at the PS?

b. If so, how many cases have been charge sheeted in the court?

c. how many cases have been reported under the PCR Act.

d. how many cases out of them have been charge sheeted in the court?

DO 612/SC&ST Cell-A/76-2, dt.12-4-1976

e. what is the result of the court cases? If there are any acquittals, was there any deficiency in investigation?

GO 69/SW SC&ST Cell-A, dt.2-8-1976

M. Village Secretaries should play an important constructive role in getting to reconcile differences to prevent atrocities.

N. Free legal aid should be provided in consultation with SP, DCP/CP and PP when SC & ST are accused.

GO No.1018 Home (pol-D), dt.31-8-1976

O. PCR Cell in CID should ensure prompt investigation, prosecution and disposal of cases under PCR Act and SC, ST, (Prevention of Atrocities) Act.

Memo No.2112/SC&ST Cell.A2/76-77 SW Dept., dt.11-7-1977

P. The PCR Cell in CID will send half-yearly reports for the half year ending 30th June and 31st December in each year to the Government giving district-wise details of all the cases registered under the Protection of Civil Rights Act 1955. An annual report also should be sent indicating the steps taken for proper implementation of various provisions of the Act.

4. **The following action should be taken by the local police for giving protection to the SCs & STs who are landless and poor**:

A. any attempt by others to dislodge the SC/ST unlawfully from their lands should be prevented and in cases of criminal trespass booked.

B. the arms licences in the sensitive area should be reviewed;

C. special striking and mobile forces should be located in strategic areas where trouble is anticipated and pickets should be posted;

D. in the event of trouble in spite of preventive action, force must be moved to quell the disturbance and arrest the offenders;

E. prompt registration of cases.

F. setting up of Special Police Stations.

G. speedy investigation and charge sheets.

H. bail should be opposed in non-bailable and serious cases.

I. maximum punishment should be pressed for.

5. **The identification of villages or areas where atrocities are likely to be committed should be done and report should be in the following form**.

D.O.No.IV/12011 /4/91 – CSR., Dt. 21-10-1999 from the Union Home Minister, New Delhi addressed to Chief Minister.

A. Name of the village.

B. History of conflict between Scheduled Caste and Scheduled Tribe/ other caste groups.

C. History of atrocities.

D. Freed bonded labourers belonging to Scheduled Caste and Scheduled Tribe groups.

E. Skewed distribution of land, money (few rich people and mostly poor people among Scheduled Castes and Scheduled Tribes)

F. Large extent of land taken possession under Ceiling Act or under Declaration and Litigation

G. Having highly educated youth belonging to SC/ST

H. Predominantly consisting of SC/ST members who are agricultural labourers

I. Where Government lands have been taken from ineligible 'Sivaijamadars' and assigned to SCs/STs

J. Members of SC/ST communities are occupying seats of power such as Sarpanch, Fair Price Shop Dealer etc.

6. Training in DTCs/PTCs/Academy

The SsP/CsP should impart training to all officers of and above the rank of SIs upto Addl SP level regarding the SC/ST (POA) Act provisions and the Standard Operating Procedure to be adopted while investigating.

7. Victim Compensation

SsP/CsP/DCsP/SsRP/SsP CID shall endeavor payment of compensation to the victims promptly in accordance with G.O.Ms. 43 Home (Courts-B) Dept dt.15-4-2015, Govt of AP read with G.O.Ms. 132 Home (Courts-B) dt. 6-12-2016 through AP State/District Legal services authorities.

387. Investigation for the National Commission for Scheduled Castes and Scheduled Tribes and has the following functions and powers for monitoring and issuing suitable instructions to the concerned.

1. To visit the scene of occurrence immediately by itself or by monitoring on receipt of information;
2. Prompt registration of FIR.
3. All the persons cited by the complainant are included in the FIR
4. Investigation is taken up by a senior officer as per provisions.
5. Culprits are apprehended and booked without loss of time.
6. Proper charge sheet is filed mentioning the relevant sections of IPC together with the PCR and SC, ST, POA Act, 2015
7. The cases are tried by Special Courts
8. Special Public Prosecutors are appointed to handle these cases.
9. Police assists the courts in bringing witnesses and see that the culprits are successfully prosecuted by the Courts.
10. The victims are provided suitable medical assistance on time;
11. Adequate protection is arranged to the victims of such incidents by providing police protection by stationing a police party or by patrolling.
12. To see proper compensation is paid to the victims as per provisions of law, after FIR, after charge sheet and conviction etc.,

Powers of the Commission to act as a Civil Court

388. While investigating any matter referred to in sub-clause (a) or inquiring into any complaint referred to in sub-clause (b) of the clause (5) of Article 338 of the Constitution the Commission shall have the powers of a Civil Court trying a suit and in particular in respect of the following matters:

1 A. summoning and enforcing the attendance of any person from any part of India and examining him on oath;

B. requiring the discovery and production of any document;

C. receiving evidence on affidavits;

D. requisitioning any public record or copy thereof from any court or office;

E. appointing issuing commissions for the examination of witnesses and documents;

F. any other matters which the President may, by rule, determine.

2. The State Government has set up Special Courts presided over by Session Judge in all the Districts, mobile courts and also special public prosecutors to deal with offences arising out of enforcement of these Acts. In the Government a special cell with the Chief Minister as Chairman functions to review the efficacy of measures being taken from time to time. There are several agencies of the Government particularly the District Magistrates and the Social Welfare Department who have special responsibility to implement various safeguards. Police have their own important role in implementing the Acts effectively.

Crimes against Children - Trafficking in Children-Rights of Children - Police Duties - Investigation of Crimes

General Guiding Principles:

389 The Constitution guarantees certain rights and opportunities to children for their development in a healthy manner under a free and conducive atmosphere. The declaration of U.N. relating to children also lays down as;

A. Protection from economic exploitation;

B. Protection from harmful substances including drugs and psychotropic substances;

C. Protection from sexual exploitation;

D. Protection from kidnapping;

E. Protection from torture and capital punishment;

F. Treatment of children who are accused of violation of criminal law in a manner consistent with the promotion of child's sense of dignity;

G. To enable his reintegration and playing a constructive role in society;

H. Protection from cruelty and exploitation.

Note : In AP all missing children cases are registered as per PSO 410 and investigated into and finally located and produced before C.W.C.

Protection of Children from Sexual offences Act, 2012

389 (A) 'Child means a person (male/female) who has not attained 18 years of age

The Act is gender neutral i.e the victim could be male/female, enacted to protect children from offences of sexual assault, sexual harassment and pornography and provided for establishment of Special courts for speedy trial of such offences.

Penetrative sexual assaults, Aggravated penetrative, sexual harassment have been defined in sections 3, 5, 7 and 11 respectively.

Sec 3 Penetrative sexual assault -

a. Penetrates his penis, to any extent, into the vagina, mouth, urethra or anus of a child.

b. Inserts, to any extent, any object or a part of the body, not being the penis.

c. Manipulates any part of the body of the child.

d. Applies his mouth to the penis, vagina, anus, urethra of the child.

Sec 4 Punishment for penetrative sexual assault is not less than 7 years but which may extend to life imprisonment and fine.

Sec 5 **Aggravated Penetrative Sexual Assault (APSA)** : The term aggravated is used when a Police officer, member of armed forces, security forces, a public servant, manager of remand home, Jail officials, manager of any educational institution commits penetrative sexual assault or any gang rape of child by others, repeated penetrative sexual assault, penetrative sexual assault on a child below 12 years age. Whoever, in a position of authority commits penetrative sexual assault or persons committing penetrative sexual assault resulting in causing grievous hurt or causing bodily harm or injury to sexual organs.

Sec 6 Punishment for APSA is not less than 10 years but may extend to imprisonment for life.

Sec 7 **Sexual Assault:** Whoever, with sexual intent touches the vagina, penis, anus or breast of the child or makes the child touch the vagina, penis, anus or breast of such person or any other person, or does any other act with sexual intent which involves physical contact without penetration is said to commit sexual assault.

Sec 8 Punishment for sexual assault is not less than 3 years but may extend to five years and fine.

Sec 9 **Aggravated Sexual Assault (ASA)** : When Police officer, other uniformed personnel, public servants commit such offences shall be punished with imprisonment of either description for a term which shall not be less than five years but which may extend to seven years, and shall also be liable to fine.

Sec 10 Punishment for aggravated sexual assault is not less than 5 years but may extend to 7 years and fine.

Sec 11 **Sexual harassment**: A person is said to commit sexual harassment upon a child when such person with sexual intent,

i. Utters any word or makes any sound, or makes any gesture or exhibits any object or part of body with the intention that such word or sound shall be heard, or such gesture or object or part of body shall be seen by the child, or

ii. Makes a child exhibit his body or any part of his body so as it is seen by such person or any other person, or

iii. Shows any object to a child in any form or media for pornographic purposes, or

iv. Repeatedly or constantly follows or watches or contacts a child either directly or through electronic, digital or any other means or

v. Threatens to use, in any form of media, a real or fabricated depiction through electronic, film or digital or any other mode, of any part of the body of the child or the involvement of the child in a sexual act, or

vi. Entices a child for pornographic purposes or gives gratification there for.

Explanation -Any question which involves "sexual intent" shall be a question of fact.

Sec 12 Punishment for sexual harassment with imprisonment upto 3 years and fine.

Sec 13 **Use of child for pornographic purpose**: Using a child in any pornographic film/action.

Sec 14 The person who commits an offence u/s 3 in the process of pornographic act is punishable with imprisonment for not less than ten years but may extend to life and fine. If such person commits in the process an offence u/s 5, he is punished for imprisonment for life and fine. If an offence in the process is committed u/s 7, punishable with imprisonment of not less than 6 years but upto 8 years.

Sec 15 Punishment for storage of pornographic material involving child is punishable upto 3 years with fine.

Sec 28 Special Courts in AP are designated vide G.O Rt.No.630 Law (LA&J-Home-Courts C) Dept, dt.23/3/2013, Govt of AP. All Addl. District Judges in Districts and 1st MSJ in Vishakhapatnam and Vijayawada cities are designated as Spl. Courts (also as Children Courts in Juvenile Justice (care and protection of children) Act 2015). Addl PPs of 1st Addl Dist & Sessions Judge / 1st MSJ Courts are designated as Special PPs (Sec 32 POCSO Act) vide G.O.Rt.No.2364 Law (LA&J-Home-Courts A 1) Dept, dt.23.12.2013, Govt of AP.

Sec 37 Trials to be conducted in camera (Sec 327 Cr.PC).

(In-Camera means presence of : i) the Presiding Judge, ii). his/her steno grapher / typist, iii) court attender, iv) the victim, v) the victim's support person, vi) the accused, vii) the Investigating Officer, viii) the Prosecuting Officer, ix) the Defence Advocate to be in the Court, x) the concerned witness). Accused should not be placed face to face with Victim. The accused and victim are separated by opaque curtain to prevent accused from threatening the victim / witness. Defence advocate should give questionnaire to the Presiding Judge and the Judge will decide what questions are to be answered by the victim / witness. (Read Sec.327(2)Cr.PC)

	Role of SJPU (Spl. Juvenile Police Unit)	**Role of Dist Child Protection Unit (DCPU)**
1	Sec 19 of POCSO Act of SJPU in taking care of Child victim and production before C.W.C	Rule 3 of POCSO Rules, 2012-DCPU to maintain a register of names and address of interpreters, translators and special educators.
2	Rules 3 and 4 of POCSO Rules 2012 Care and protection of Victim child and taking preventive action.	Sec 107 of JJ (CPC) Act 2015, DCPUs are constituted to ensure implementation of Act 2015 and oversee maintenance of institutions for children (CNCP/CICL)
3	Sec 10 of JJ (CPC) Act 2015. Apprehension of Child alleged to be in conflict with law and production before J.J.B	Sec 19 (2) of JJ (CPC) Act 2015, Children's Court orders regarding individual care plan for rehabilitation of child including follow ups.
4	Sec 107 of JJ (CPC) Act 2015 SJPU/Child Welfare officers at every PS with aptitude and appropriate training are required to be designated by SsP/CsP	To submit monthly reports on child to JJB on conviction.

Also refer main sections of the Act, 2012

389 (B) Crime against Children: Refer PSO 390 for offences against Children as per JJ (CPC) Act 2015**.**

389 (C) The Child and Adolescent Labour (Prohibition and Regulation) Act 1986 as amended vide Act, 35 of 2016.

The earlier Act called "The Child Labour and Regulation Act 1986 (Act) (Act 61 of 1986) has been amended in 2016 vide Act 35 of 2016 incorporating the word **'Adolescent'**. This revised Act 2016 aims to prohibit the engagement of children in all occupations and prohibit the engagement of adolescents in hazardous "occupations" and "processes".

"Adolescent" means a person who has completed his 14th year of age but has not completed his 18th year.

Child : Means a person who has competed his 14th year of age or such age as may be specified in the Right of Children to Free and compulsory Education Act, 2009 which ever is more.

Sec.3 : Prohibition of employment of Children in any "occupation" and "process" is a cognizable offence. Helping family or family enterprise after his school hours or during vacation or working as an artist in any entertainment industry etc., is not an offence. (Ref. the Act 2016 for details).

Sec.3 A : Prohibition of employment of adolescents in certain hazardous **'occupations'** and "**processes**" is a cognizable offence (Refer the Act 2016 for the schedule of such occupations and "processes").

Note : As per Sec. 14 A of this Act, offences committed by an employer u/s 3 or 3 A of this Act 2016, are cognizable and triable by 1st class Magistrate or Metropolitan Magistrate. Either a Police officer or Inspector of Labour Welfare Department or any person may file a "complaint" in the Competent Court. As far as Section 3, 3A contravention, FIR can be registered against the employer, by the Station House Officer.

Age Proof : Age proof is an important factor to distinguish a 'child' from the 'adolescent'. (Refer : Sec. 94 of Juvenile Justice (Care and Protection Act) 2016 for securing age proof).

In the absence of regular age proof, the Police Officer or Inspector, Labour Welfare Department may obtain the age from the prescribed Medical authority (Sec.10 of this Act).

The District Magistrate is empowered to implement the provisions of this Act.(Sec.17-A).

Punishment :

For the first offence of employing a child or Adolescent permitting Child/ Adolescent in any occupation or process in contravention of Sec. 3 or Sec 3 A of this Act, the employer is punishable with imprisonment of not less than 6 months but which may extend to two years, or with fine which shall not be less than Rs. 20,000/ - but may extend to Rs. 50,000/- contravention of other provisions entails punishment of one month imprisonment or fine up to Rs. 10,000/- or with both.

Child and Adolescent Labour Rehabilitation Fund (CALRF) is created in every district with the fine amount realized from the accused employer and State Government will have to contribute Rs.15,000/- for each child. The fund is administered by the District Collector.

SHO Should write to the District Collector 1) for payment of CALRF through Post Office/ Bank account of the Child / Adolescent, 2) for issuing Aadhar Card as address proof of the Child / Adolescent when rescued by Police.

The Prohibition of the Child Marriage Act, 2006

389D 1. The Act was enacted with a view to prohibit solemnization (offences are cognizable and non-bailable. Sec 15) of child marriages and to declare such marriage as void or invalid. As regards determination of age, the Supreme Court in Jaya Mala vs Home Secretary Government of Jammu & Kashmir, AIR 1982 SC 1297, held that judicial notice can be taken, that the margin of error in age ascertainment by radiological examination is two years on either side. The lower age bracket needs to be taken by the investigating and prosecuting agencies to the advantage of the victim/victim complainant.

2. Under this Act, "Child" means a male who has not completed 21 years of age and a female who has not completed 18 years of age. "Child marriage" means to which either of the contracting parties is a child.

3. "Prohibition officer" means a person appointed under Section 16 (1) of the Act.

4. Even the "Purohit/Pundit" person performing the Child marriage is punishable with 2 years imprisonment and a fine upto one lakh rupees (Sec 10, Act)

5. The following officers are appointed as the **"Child Marriage Prohibition Officers"** (herein after referred as the CMPO) for the state of Andhra Pradesh vide G.O.Ms.No.13, Department for Women, Children, Disabled & Senior Citizens (WP), dt.19-03-2012 of Govt. of Andhra Pradesh.

i. The District Collector of the concerned District is District CMPO.

ii. Revenue Divisional Officer (RDO)/Sub-Collector at the divisional level.

iii. The Child Development Project Officers (CDPOs) at the Project level covering 3-5 mandals which is under their jurisdiction.

iv. The Tahsildars at the Mandal level for the villages which are under their jurisdiction.

v. The ICDS Supervisors at the Mandal level covering their respective villages under their jurisdiction.

vi. The Panchayat Secretaries of the Panchayat Raj Department and Village Administrative Officers of Revenue Department at the Village Level.

All the offences are cognizable and non-bailable (u/s 15 of the Act).

Role of Child Marriage Prohibition Officers (CMPOs) (Sec 16 (3) of the Act)

a. To prevent solemnisation of child marriage.

b. To collect evidence for the effective prosecution of persons.

c. To counsel the locality residents.

d. To create awareness of the evil which results from child marriages.

e. To sensitize the community.

Child marriage is void at the option of the contracting party being a Child (Sec 3).

Trafficking in Children

389 (E) New Section 370 IPC defines trafficking including various forms of exploitation like sexual exploitation, bonded labour, slavery, forced removal of organs.

i. For instance, if a person is trafficked for the purpose of exploitation and procures a 'minor' by paying money, the usual sections of law in the F.I.R would be 370, 366A, 372, 373 IPC r/w Sec 5 r/w 6 of POCSO Act. (Refer IPC and POCSO Act for details) and sections of Immoral Traffic Prevention Act 1986 (PSO 583-3/4).

ii. Consent of the victim is immaterial in determination of the offence of Trafficking.

iii. If a public servant or a Police officer is involved, he shall be punished with imprisonment for life.

Child Rights

389 (F) UNCRC (United Nations Convention on Child Rights) defines the child as a person under 18 years of age. India acceded to the UNCRC on 18/12/1992 and is mandated to take all necessary steps to protect children's rights envisaged in the convention. The convention acknowledges the primary role of parents and the family in the care and protection of children, as well as the obligation of the state. Some of the rights are:

1. **Survival Rights :** It include the Child's right to life and the needs that are basic to existence, such as nutrition (National Food Security Act 2013), shelter, an adequate living standard and access to medical services.
2. **Development Rights:** It includes the right to education (Right to Free and Compulsory Education Act, 2009), play, leisure, cultural activities, access to information, freedom of thought, conscience and religion.
3. **Protection Rights :** Ensure children are safeguarded from all forms of abuse (Sec 370 IPC, ITPA Act etc), neglect and exploitation, including special care for refugee children, safe guard for children in the Criminal Justice System JJ(CPC) Act, 2015, protection for children in employment, rehabilitation for children who have suffered exploitation or abuse of any kind.
4. **Participation Rights:** Encompasses Children's freedom to express opinions to have a say in matters affecting their own lives, to join associations and to assemble peacefully. As their capacities develop, children should have increasing opportunity to participate in the activities of society, in preparation for adulthood.

General Principles of UNCRC

389 (G)

i. That all the rights guaranteed by the UNCRC must be available to all Children without discrimination of any kind (Art 2).

ii. That the best interests of the child must be a primary consideration in all actions concerning Children (Art 3).

iii. That every child has the right to life, survival and development.

iv. That the child's view must be considered and taken into account in all matters affecting him or her (Art 12).

National Commission for Protection of Child Rights (NCPCR) of Govt. of India constituted by an Act, 2005, is the nodal agency to monitor all issues mentioned above.

Under Mid day meal programme (National Food Security Act 2013) in our country, 12 crore children in 12, 65,000 schools are being served free lunch on all working days.

Similarly, under ICDS (Integrated Child Development Services) pre-school education, primary health care to children under 6 years of age and their mothers are provided, to reduce malnutrition.

Police have to be in touch with Project officers of S.S.A (Sarva Siksha Abhiyan), Protection Officers and District Child Protection Unit officers, WCD Department, ICDS Officers at Mandal level to assist implementation of child rights programmes.

The following annexures may be used for maintaining record, making the correspondence with the concerned officer/authorities.

ANNEXURE – 1 A

FIR No.....Date.....U/s..... P.S.....

APPREHENSION MEMO OF CHILD IN CONFLICT WITH LAW (CICL)

1. Name of the child with alias	
2. Present address of the child with Parents/Guardians/Cell No./Aadhar Card	
3. Permanent address of the child with native places	
4A. FIR No & Section (s) of Law	
4B. Wether the child is involved in heinous offence (offence punishable with 7 years imprisonment and above)	
5. Place of apprehension	
6. Date and time of apprehension	
7. Name, address with telephone number and relation of person to whom the information about apprehension has been conveyed.	
8. Name, Rank and No. of the officer making the apprehension	
9. Name, Rank and No.of the Special Juvenile Police Unit Officer	
10. Name and contact no. of Probation Officer who has been informed about apprehension along with the time when such information was given.	

Witnesses with Address

1.....

2.....

3.....

Signature of IO/SJPU/Child Welfare Police Officer,
Full Name, Cell Ph. No. .....
P.S Dist.....

Signature by Parent/guardian
Probation Officer/Social worker

Note : 1. One copy delivered to the Child's family members.

2. Vide G.O.Ms. No. 12 Home (Ser-I) Dept. dt. 11-2-2016, all Addl. SsP / Addl. Dy. Commissioners of Police / DCsP as heads of Special Juvenile Police Units.

ANNEXURE – 1 B

Case/FIR No..... Date.....U/s.....

P.S.....Dist.....Andhra Pradesh

.....

To,

The Chief Medical Officer/Medical Officer

..... Hospital

..... Dist.

Sub: Request for Medical Examination

Sir,

With due respect, I am sending Master /
Ms.....@ .....
S/o, D/o, W/o Sri.....

R/o.....

.....Age.....

in the care and custody / protection of PC/WPC.....No.....

It is therefore, requested that the child/patient may kindly be medically examined and opinion for injuries/sexually transmitted diseases/sexual exploitation etc. may kindly be given.

Thanking you

I.O/SJPU/CWPO.....

Full Name, Cell Ph. No. .....
P.S.....

Dist.....

Note :

JWO : Juvenile Welfare Officer

SJPU : Addl. Superintendents of Police/DCP or Addl. DCP, AP as heads of Special Juvenile Police Units in district, Jt. Commissioners / DCP (Crimes) in Commissionerates and the SHOs/ SIs of Police of all the Police Stations including Railways in the State of Andhra Pradesh as Child Welfare Police Officers

ANNEXURE – 1 C

FIR No.....Date.....U/s.....P.S.....Circle……..

Personal Search Memo

In the presence of the following witnesses the personal search of Master/ Ms.....S/o or D/o .....

R/o……

was conducted as per law under the provisions of Sec.51 of Cr.PC (female child to be searched by another female only) and following articles have been recovered from his/her possession and same have been taken into the police possession, through this memo.

.....

.....

.....

.....

.....

.....

Witness :-
1) .....
2) .....

Signature of Father/Mother/ Guardian / Fit person / Probation officer (if available) with Cell Ph. Numbers

I.O/CWPO/SJPU .....

P.S.....

Dist.....Andhra Pradesh

Date.....

ANNEXURE – 1 D

Case FIR.....Date.....U/s.....

P.S.....Dist.....Delhi.....

Version of child in conflict with law (CICL)

(to be recorded in presence of his father/mother/guardian/fit person/ probation officer.)

Proceedings conducted from.....to.....

Signature of father/mother/

Guardian / fit person / probation officer.

Signature of IO/ CWPO/SJPU
Cell Ph. No.
P.S.
Dist.
Date.

Follow up action recommended specially in case allegations of mistreatment/abuse etc. are made out against any person on basis of version of Child in Conflict with Law.

Signature of IO/CWPO/SJPU

ANNEXURE – 1 E

Undertaking to be given by parent/guardian/fit person in whose custody Child in conflict with law (CICL) / Child in need of care and protection (CNCP) is released by a Police officer.

FIR No.....of P.S.....Dt.....

Whereas (name of the Child).....has been found to be in conflict with law/in need of care and protection, and has been placed under the care and supervision of (name) .....

(Address) .....

Subject to the following conditions that : -

1. I am …… father/mother/guardian etc. of the child ..... and I have full control over child……..
2. I shall ensure that child joins all proceedings before the SJPU/IO whenever any notice in writing is received by me.
3. I shall produce the child before the Juvenile Justice Board (JJB) / Child Welfare Committee (CWC) as and when required.
4. The Child…….shall remain under my personal supervision.
5. The Child…….shall reside at …….. ……. address and in the event IO/ SJPU /CWO/JJB/CWC within one week of such change.
6. I shall ensure that the child shall be sent to school or to such vocation (as is approved by Juvenile Justice Board /CWC), regularly unless prevented from doing so by circumstances beyond control.
7. I shall make every endeavour to ensure that child earns a livelihood by honest means.
8. I shall ensure for proper care, good conduct and welfare of the child.
9. I shall not allow child …… to associate with undersirable characters and all steps shall be taken to ensure that child……..is prevented from coming in situation of conflict with law/situation of neglect again.
10. The child ……shall be prevented from taking any narcotic drugs or psychotropic substance or any other intoxicant.

Dated this……day of……20

Signature of parent/guardian /fit person

Counter signed by IO/SJPU/CWO/CWPO

ANNEXURE – 1 F

LETTER TO PARENTS

Date

To Address

Dear parent/ guardian,

Subject : Custody of your child at the Special Juvenile Police Unit (SJPU/ CWPO),.....

Your child ..... aged about ..... stating his/ her address as ..... was taken into police custody on ..... at ..... am/pm.

He/she is accused of ..... an offence under section ..... of PS ..... and is presently in the care of the SJPU/CWPO Tel : ..... .He /she will be sent to the Observation Home, near ..... Police Station Tel :.....

Kindly make arrangements to meet or contact your child at the earliest. You are requested to bring ration card / family photograph / Aadhar Card / letter from School or corporator or NGO as proof of your relationship with the child.

Child Welfare Officer SJPU /CWPO / Partner NGO

ANNEXURE – 1 G

LETTER TO PARENTS

Date

To Address

Dear Sir/Madam,

Subject : Custody of a child at the Special Juvenile Police Unit (SJPU),.....

A child ..... aged about ..... stating his/her address as ..... was taken into Police custody on ..... at ..... am/pm.

He/she was found at ..... and is alleged to have committed an offence under ..... The child is presently in the care of the SJPU located at .....

Tel : .....

Kindly make arrangements to receive this child.

To

Child welfare Officer SJPU /CWPO /Partner NGO

Juvenile Justice (Care and Protection of Children) Act, 2015

390. General Principles to be followed in Administration of Juvenile Justice (Care and Protection of Children) Act 2015 (Sec 3)

The following basic principles :

i. **Principle of presumption of innocence***:* Any child shall be presumed to be an innocent of any *mala fide* or criminal intent up to the age of eighteen years.

ii. **Principle of dignity and worth**: All human beings shall be treated with equal dignity and rights.

iii. **Principle of participation**: Every child shall have a right to be heard and to participate in all processes and decisions affecting his interest and the child's views shall be taken into consideration with due regard to the age and maturity of the child.

iv. **Principle of best interest**: All decisions regarding the child shall be based on the primary consideration that they are in the best interest of the child and to help the child to develop full potential.

v. **Principle of family responsibility**: The primary responsibility of care, nurture and protection of the child shall be that of the biological family or adoptive or foster parents, as the case may be.

vi. **Principle of safety**: All measures shall be taken to ensure that the child is safe and is not subjected to any harm, abuse or maltreatment while in contact with the care and protection system, and thereafter.

vii. **Positive measures**: All resources are to be mobilised including those of family and community, for promoting the well-being, facilitating development of identity and providing an inclusive and enabling environment, to reduce vulnerabilities of children and the need for intervention under this Act.

viii. **Principle of non-stigmatising semantics**: Adversarial or accusatory words are not to be used in the processes pertaining to a child.

ix. **Principle of non-waiver of rights**: No waiver of any of the right of the child is permissible or valid, whether sought by the child or person acting on behalf of the child, or a Board or a Committee and any non-exercise of a fundamental right shall not amount to waiver.

x. **Principle of equality and non-discrimination**: There shall be no discrimination against a child on any grounds including sex, caste, ethnicity, place of birth, disability and equality of access, opportunity and treatment shall be provided to every child.

xi. **Principle of right to privacy and confidentiality**: Every child shall have a right to protection of his privacy and confidentiality, by all means and throughout the judicial process.

xii. **Principle of institutionalisation as a measure of last resort**: A child shall be placed in institutional care as a step of last resort after making a reasonable inquiry.

xiii. **Principle of repatriation and restoration**: Every child in the juvenile justice system shall have the right to be re-united with his family at the earliest and to be restored to the same socio-economic and cultural status that he was in, before coming under the purview of this Act, unless such restoration and repatriation is not in his best interest.

xiv. **Principle of fresh start**: All past records of any child under the Juvenile Justice system should be erased except in special circumstances.

xv. **Principle of diversion**: Measures for dealing with children in conflict with law without resorting to judicial proceedings shall be promoted unless it is in the best interest of the child or the society as a whole.

xvi. **Principle of natural justice**: Basic procedural standards of fairness shall be adhered to, including the right to a fair hearing, rule against bias and the right to review, by all persons or bodies, acting in a judicial capacity under this Act.

Q. 5 B What are the functions and responsibilities of the Juvenile Justice Board?

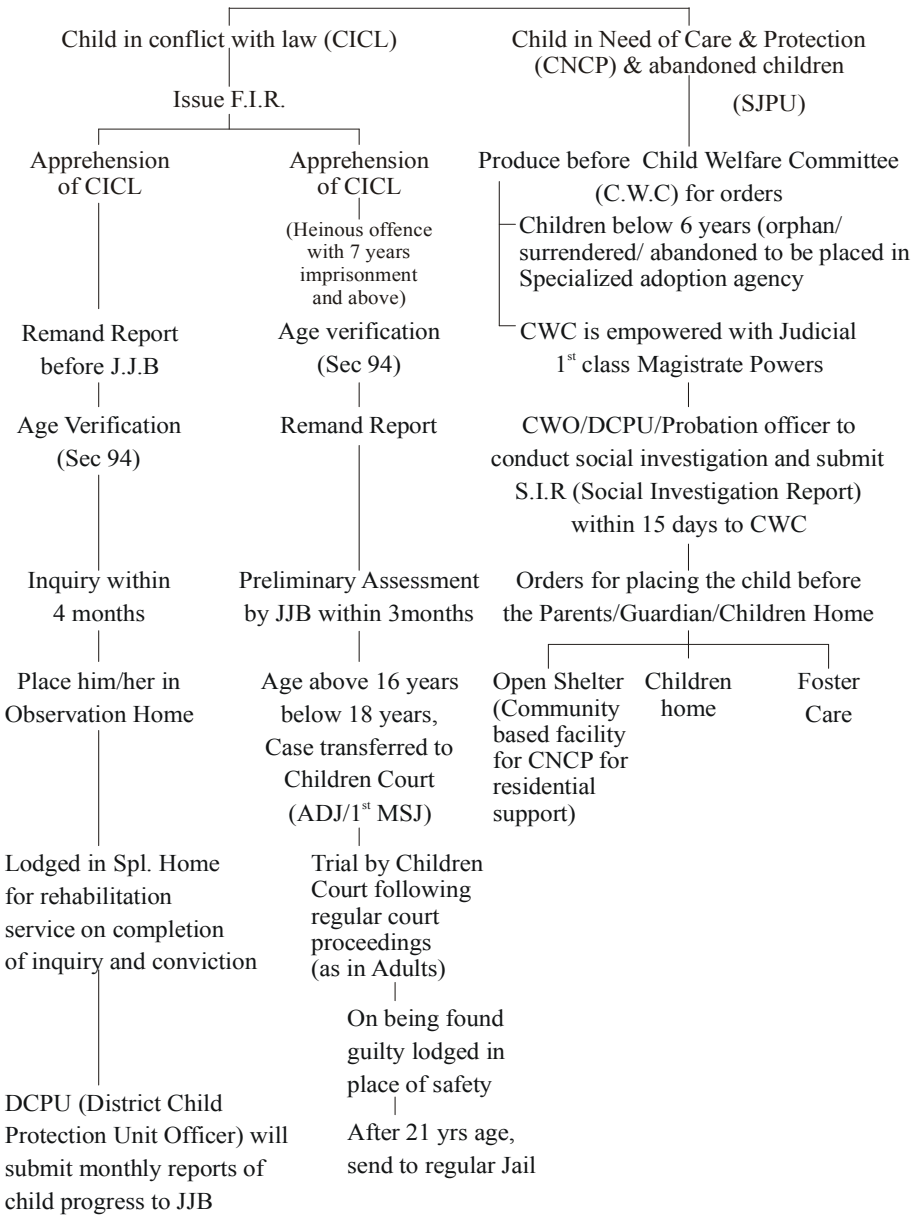
Ans. The JJB is constituted with a regular Judicial 1st class Magistrate and 2 members appointed by the Government for 3 years term.

(JJ (CPC) Sec.8 of JJ (CPC) Act)

Ensuring informed participation of parent / Guardian / in every step	Protecting child right during a) apprehension b) inquiry c) after care d) rehabilitation	Conduct monthly inspection of residential facilities for CICL Recommend improvement to DCPU	Legal aid to the Child	Providing interpreter or translator	Directing Probation Officer, CWO or social worker to submit Social Investigation report (SIR) regarding Circumstances	Adjudicate and dispose of CICL cases	Disposing Final orders regarding individual care plan for the Child's follow up by P.O. / DCPU

PSO 390-2

Role of Police in Juvenile Justice (CPC) Act 2015
{JJ (CPC) Act 2000 is repealed as per Sec 111 of Act 2015}
POLICE


Child in conflict with law (CICL)
Child in Need of Care & Protection (CNCP) & abandoned children
Issue F.I.R.
(SJPU)
Apprehension of CICL
Apprehension of CICL
Produce before Child Welfare Committee (C.W.C) for orders
(Heinous offence with 7 years imprisonment and above)
Children below 6 years (orphan/ surrendered/ abandoned to be placed in Specialized adoption agency
Remand Report before J.J.B
Age verification (Sec 94)
CWC is empowered with Judicial 1st class Magistrate Powers
Age Verification (Sec 94)
Remand Report
CWO/DCPU/Probation officer to conduct social investigation and submit S.I.R (Social Investigation Report) within 15 days to CWC
Inquiry within 4 months
Preliminary Assessment by JJB within 3months
Orders for placing the child before the Parents/Guardian/Children Home
Place him/her in Observation Home
Age above 16 years below 18 years, Case transferred to Children Court (ADJ/1st MSJ)
Open Shelter (Community based facility for CNCP for residential support)
Children home
Foster Care
Lodged in Spl. Home for rehabilitation service on completion of inquiry and conviction
Trial by Children Court following regular court proceedings (as in Adults)
On being found guilty lodged in place of safety
After 21 yrs age, send to regular Jail
DCPU (District Child Protection Unit Officer) will submit monthly reports of child progress to JJB

Note : 'Age' being crucial determining factor, Investigation officer/SJPU/ Child Welfare Police Officer should follow Section 94 for obtaining age proof (birth certificate from Panchayath/Municipal / School / Matriculation date of birth)

390-3. Preliminary Assessment into heinous offences (Sec 15 Act 2015)

Heinous offence is an offence punishable with seven years imprisonment or more. Preliminary assessment by experienced psychologist or psycho-social worker with respective to (i) CICL (his/ her) mental and physical capacity to commit such offence, (ii) ability to understand the consequences of the offence and (iii) the circumstances in which he/she allegedly committed the offence.

390-4. Social Investigation Report

Pertains to social investigation by social worker or Child Welfare Officer or Child Welfare Police Officer regarding CNCP whether such child has parents to take care of him/her, or has a guardian who is capable of taking care, or whether the CNCP is capable of taking care of himself with the help of local village/town people etc.

390-5. Penal Section :

Sec 74 Prohibition on disclosure of identity of children by audio-visual, news, electronic, media and Police.

The Police shall not disclose any record of the child for the purpose of character certificate or otherwise in cases where the case has been closed or disposed of.

Punishment for contravention of this provision is imprisonment for a term which may extend to six months or fine which may extend to two lakh rupees or both.

Sec 75 Punishment for cruelty to child meted out by the custodian.

Whoever, having the actual charge of, or control over a child, assaults, abandons, abuses, exposes or wilfully neglects the child or causes or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering, shall be punishable with imprisonment for a term which may extend to three years **or** with fine of one lakh rupees or with both.

Sec 76 Employment of child for begging

Whoever, employs or uses any child for the purpose of begging or causes any child to beg shall be punishable with imprisonment for a term which may extend to five years and shall also be liable to fine of

one lakh rupees. In case of amputation for the purpose of begging, the accused is punishable for not less than seven years.

Sec 77 Penalty for giving intoxicating liquor or narcotic drugs or psychotropic substance to a child.

Punishment for the contravention of this provision is Rigorous imprisonment for a term which may extend to seven years and shall also be liable to a fine which may extend up to one lakh rupees.

Sec 78 Using a child for vending, peddling, carrying, supplying or smuggling any intoxicating liquor, narcotic drug or psychotropic substance.

Punishment for the contravention of this provision is Rigorous imprisonment for a term which may extend to seven years and shall also be liable to a fine which may extend up to one lakh rupees.

Sec 79 Exploitation of a child employee under bondage

Notwithstanding anything contained in any law for the time being in force, whoever ostensibly engages a child and keeps him in bondage for the purpose of employment or withholds his earnings or uses such earning for his own purposes shall be punishable with rigorous imprisonment for a term which may extend to five years and shall also be liable to a fine which may extend up to one lakh rupees.

Sec 80 Punitive measures for adoption without following prescribed procedures

Illegal adoption is punishable with imprisonment of either description for a term which may extend upto three years or with fine of one lakh rupees or both.

Where the offence is committed by a recognized adoption agency, in addition to the above punishment awarded to the persons-in-charge of, and responsible for the conduct of the day-to-day affairs of the adoption agency, the registration of such agency and its recognition shall also be withdrawn for a minimum period of one year.

Sec 81 Sale and procurement of children for any purpose

Punishment for this provision is rigorous imprisonment for a term which may extend to five years and shall also be liable to fine of one lakh rupees.

Where such offence is committed by a person having actual charge of the child, including employees of a hospital or nursing home or maternity home, the term of imprisonment shall not be less than three years and may extend upto seven years.

Sec 82 Corporal punishment

a. Any person in-charge of or employed in a child care institution, who subjects a child to corporal punishment with the aim of disciplining the child, shall be liable, on the first conviction, to a fine of ten thousand rupees and for every subsequent offence, shall be liable for imprisonment which may extend to three months or fine or with both.

b. If a person employed in an institution referred to in sub-section (*1*), is convicted of an offence under that sub-section, such person shall also be liable for dismissal from service, and shall also be debarred from working directly with children thereafter.

c. In case, where any corporal punishment is reported in an institution and the management of such institution does not cooperate with any inquiry or comply with the orders of the Committee or the Board or court or State Government, the person in-charge of the management of the institution shall be liable for punishment with imprisonment for a term not less than three years and shall also be liable to fine which may extend to one lakh rupees.

Sec 83 Use of child by militant groups or other adults

a. Any non-State, self-styled militant group or outfit declared as such by the Central Government, if recruits or uses any child for any purpose, shall be liable for rigorous imprisonment for a term which may extend to seven years and shall also be liable to fine of five lakh rupees.

b. Any adult or an adult group uses children for illegal activities either individually or as a gang shall be liable for rigorous imprisonment for a term which may extend to seven years and shall also be liable to fine of five lakh rupees.

Sec 84 Kidnapping and abduction of child

For the purposes of this Act, the provisions of sections 359 to 369 of the Indian Penal Code (45 of 1860), shall *mutatis mutandis* apply to a child or minor who is under the age of eighteen years and all the provisions shall be construed accordingly.

Sec 85 Offences committed on disabled children

Offender shall be liable to twice the penalty provided for such offence Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

Sec 86 Classification of offences and designated court

a. Where an offence under this Act is punishable with imprisonment for a term more than seven years, then, such offence shall be cognizable,

non-bailable and triable by a **Children's Court**. (Addl Dist. Judge / 1st MSJ in city) vide G.O Rt.No. 630 Law (LA&J-Home-Courts-C) Dept, dt.23.3.2013, Govt of AP. Children's Court (Sec.2(l) means a Court established under the POCSO Act.

b. Where an offence under this Act is punishable with imprisonment for a term of three years and above, but not more than seven years, then, such offence shall be cognizable, non-bailable and triable by a Magistrate of First Class.

c. Where an offence, under this Act, is punishable with imprisonment for less than three years or with fine only, then, such offence shall be non-cognizable, bailable and triable by any Magistrate.

Sec 87 Abetment

Whoever, abets any offence under this Act, if the act abetted is committed in consequence of the abetment, shall be punished with the punishment provided for that offence.

Explanation - An act or offence is said to be committed in consequence of abetment, when it is committed in consequence of the instigation, or in pursuance of the conspiracy or with the aid, which constitutes the abetment.

Sec 88 Alternative punishment

Where an act or omission constitutes an offence punishable under this Act and also under any other law for the time being in force, then, notwithstanding anything contained in any such law, the offender found guilty of such offence shall be liable for punishment under such law which provides for punishment which is greater in degree.

Sec 89 Offence committed by child under this Chapter.

Any child who commits any offence under this Chapter shall be considered as a "child in conflict with law" under this Act.

Note : As per Sec 111 of JJ (CPC) Act 2015, the JJ (CPC) Act 2000 (Act 56 of 2000) is repealed

Guidelines for Police Officers of the Special Juvenile Police Unit (S.J.P.U) in relation to Children in Need of Care and Protection (CNCP)

390-6 Juvenile Justice (CPC) Act 2015 (Act 2 of 2016) (Sec 107) mandates specific function for SJPUs. Similarly POCSO Act 2012 r/w rules 2012 envisages (vide Rule No.3, 4 and 5), specific role for SJPUs. The other stake holders are CWC (Child Welfare Committees) Chairperson and members, DCPUs (District Child Protection Units),

C.W.O (Child Welfare officer) of Police stations, who deal with CNCP (Child in need of Care and Protection) and CICL (Child in conflict with law). The objective is to bring them back to main stream and make them responsible citizens. **The Government of Andhra Pradesh vide G.O.Ms No.12 Home (Services-I) dept., dated: 11.02.2016, Government of AP have designated all Addl. Superintendents of Police/Dy. Commissioner of Police or Addl. Deputy Commissioners of Police, Andhra Pradesh as *heads of Special Juvenile Police Units* under the direct supervision of the respective Unit officers in district, Jt. Commissioners / Dy. Commissioners of Police (Crimes) in Commissionerates and the Station House Officers/ Sub Inspectors of Police of all the Police Stations including Railways in the State of Andhra Pradesh as *Child Welfare Police Officers* to discharge the mandated functions.**

390-7. Important Definitions in JJ (CPC) Act 2015

Sec-2 (9) "Best Interest of Child" means the basis for any decision taken regarding the child, to ensure fulfilment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development

Sec 2 (12) "Child" means a person who has not completed eighteen years of age

Sec 2 (13) "Child in conflict with law" means a child who is alleged or found to have committed an offence and who has not completed eighteen years of age on the date of commission of such offence

Sec 2 (15) "Child friendly" means any behaviour, conduct, practice, process, attitude, environment or treatment that is humane, considerate and in the best interest of child.

Sec 2 (20) "Children's Court" means a court established under the Commission for Protection of Child Rights Act, 2005 (4 of 2006) or a Special Court under the Protection of Children from Sexual Offences Act, 2012 (32 of 2012), wherever exisiting and where such courts have not been designated, the Court of Sessions having jurisdiction to try offences under the Act.

Sec 2 (26) "District Child Protection Unit" means a Child Protection Unit for a District, established by the State Government under Section 106, which is the focal point to ensure the implementation of this Act and other child protection measures in the district.

Sec 2 (33) "Heinous offences" includes the offences for which the minimum punishment under the Indian Penal Code (45 of 1860) or any other law for the time being in force is imprisonment for seven years or more.

Sec 2 (35) "Juvenile" means a child below the age of eighteen years.

Sec 2 (55) "Special Juvenile Police Unit" means a unit of the Police force of a district or city or, as the case may be, any other Police unit like Railway Police, dealing with children and designated as such for handling children under section 107

Responsibilities of various Homes under JJ (CPC) Act 2015		
1	Observation Home for CICL	Where Children in conflict with law are lodged during pre-trial and trial
2	Special Home for CICL	Children lodged who have committed an offence
3	Place of safety for CICL	Convicted Children (in heinous offences) are lodged
4	Children Home for CNCP	Where Children in need of care of protection (CNCP) are lodged
5	Open Shelter for CNCP	It is for Children in need of residential support on short term basis

Sec 19(1) As the 1st ADJs of the Districts, MSJ of the Cities are designated as special courts under POCSO Act (vide G.O.Ms.No.630 / Law (LA&J-Courts-C) Home Dept, dt.23/3/2013, Govt of AP the Court will decide after preliminary assessment from JJB whether a Child involved in heinous offences (Punishable for 7 years) is to be tried as adult or otherwise.

Multi-Stake holder approach of S.J.P.Us

390-8 State Government designated Police Officers (Addl. SP/Dy.CP or Addl Dy.CP) as SJPUs in each District and Jt. Commissioners/Dy. CP (Crimes) in Commissionerates, as well as designated SHOs/Sub Inspectors of Police of all Police stations as CWPOs in the District / Commissionerate.

The Addl. SP/Dy.CP or Addl Dy.CP/ Jt. Commissioners/Dy. CP (Crimes) (SJPU) have to liaise with:

i. DCPU (District Child Protection Unit) (U/s 106 of the Act 2015) of Women & Child welfare Department for counseling child victims of sexual violence.

ii. With JJB (Judicial Magistrate incharge of Juvenile Court)

iii. With Asst. Public Prosecutors (APP) of Juvenile Justice Board (JJB) - To liaise with CICL (Child in Conflict with Law) / CNCP (Child in Need of Care and Protection)

iv. With CWC Chairperson and members for deciding the future course of CNCP.

v. With Protection Officers cum Project Directors of ICDS (WCD) for providing short stay accommodation and interim relief fund.

vi. With Probation officers of Juvenile Welfare and Welfare of Street Children Department for Home Verification Report and supervising a JICL (Juvenile in conflict with Law) who has been released on probation under the Probation of Offenders Act 1958.

vii. With Project Officer of Sarva Shiksha Abhyan (SSA) for admitting CNCP in Schools.

viii. With Superintendents of Children Homes, OHB (Observation Home for Boys) and Special Homes and Borstal Schools for School admission / skill building.

ix. With recognized NGOs like Child Line (1098), HELP, Save the Children etc.. for initial rescue and production before CWC.

x. SJPUs should be child-friendly, victim friendly and work in liaison with AHTUs. They must adopt a 'can-do' approach.

Role of SJPU (Spl. Juvenile Police Unit)	Role of Dist Child Protection Unit (DCPU)
1 Sec 19 of POCSO Act of SJPU in taking care of Child victim and production before C.W.C	Rule 3 of POCSO Rules, 2012 – DCPU to maintain a register of names and address of interpreters, translators and special educators.
2 Rules 3 and 4 of POCSO Rules 2012 Care and protection of Victim child and taking preventive action.	Sec 107 of JJ (CPC) Act 2015, DCPUs are constituted to ensure implementation of Act 2015 and oversee maintenance of institutions for children (CNCP/CICL)
3 Sec 10 of JJ (CPC) Act 2015. Apprehension of Child alleged to be in conflict with law and production before J.J.B	Sec 19 (2) of JJ (CPC) Act 2015, Children's Court orders regarding individual care plan for rehabilitation of child including follow ups.
4 Sec 107 of JJ (CPC) Act 2015 SJPU/ Child Welfare officers at every PS with aptitude and appropriate training are required to be designated by SsP/CsP	To submit monthly reports on child to JJB on conviction.

Functions of SJPUs (Addl. SP/ Dy.CP or Addl Dy.CP/Jt. Commissioners / Dy. CP (Crimes))

390-9 1. A Police Officer dealing with CICL (Sec 2 (13) or CNCP (Child in Need of Care and Protection) Sec 2(14) of JJ (CPC) Act 2015 should strictly follow the provisions of Juvenile Justice (Care and Protection of Children) Act, 2015.

Note : Whenever any subject is within the purview of State Rules, Officers have to apply the State Rules only. In case the subject is not covered in the State Rules then the officers have to apply Govt of India (Model Rules 2007)

2. A Police officer while dealing with CNCP / CICL should always be in plain clothes and be 'child-friendly' and be in constant touch with and work with District Child Protection Unit officer.

3. All basic amenities and food requirements of child should be taken care of by the Police officer during the period child remains in his/her charge.

4. A Police officer should be fully aware of the name and address of Child Welfare Committee(s), their cell phone numbers, its place and days of sitting

5. A Police officer dealing with the CNCP/CICL should have with him/her readily available a list of various governmental and non governmental organizations (NGO's) working with children in the area, so that necessary emotional and legal support can be provided to CNCP/CICL through these organizations. A copy each of said list should also be kept with the SHO and Duty officer of the concerned Police station. Services of Counselors working with WCD Department at Mahila Pranganam may be utilized, including services of DCPU (District Child Protection Unit) of the District.

6. A Police officer dealing with CNCP/CICL should have a list of phone numbers, Place of Safety/Observation Homes/Special homes/children homes/fit institutions/child helplines, recognized and certified under the JJ (CPC) Act (2015) with him.

7. A list of Government hospitals, with pediatric unit, should also be available with the Police officer dealing with CNCP/CICL, so that necessary medical aid can be provided to a child in custody of such officer, in case need arises.

8. Procedure to be adopted in case of different categories of children in need of care and protection as per law.

9. SJPU officer should liaise the Probation officer or Child Welfare Officer of the Police station or a social worker in undertaking a social investigation into the case.

10. SJPU officer should know the residence of Judicial Magistrate of Juvenile Justice Board for production of CICL after Court hours, if need be.

11. SJPU officer should inform (Sec 13 of Act 2015) parents, guardian or Probation officer when such child is brought before him, and direct them to be present before the board.

12. Due care to be taken in verifying age of the Child i.e village/Town Revenue Record/ Hospital Record/School record need to be secured for clarity.

13. He should be aware of other offences of Chapter IX of JJ Act 2015 (Sec 74 to 89) and take action.

390-10. Found Child

(This category of children includes street children, child beggars, missing/lost children, homeless children/children with nobody to take care of and runaway children)

a) Make a detailed GD entry in this regard, register a *suo-motu* FIR case with full name and contact mobile number of the child or his parents, guardians etc. enter the details of found child in AP Police Intranet, for identification and for matching with missing persons data in AP Police intranet of the District/State.

b) Try to find out parent(s)/guardian of the child. If possible, a child hailing from state of AP should be taken for spot visit to the area where he resides to trace out his parent(s)/relative/guardians as they often give false identity. Assistance can also be taken from accredited NGOs of the area (take help of 'service providers' under PWDVA Act).

c) A wireless message TPM, with particulars of the child should be sent immediately to all the Police stations. The record of the Police Station(s) in vicinity of area where child is living should be meticulously checked for missing reports/ F.I.Rs, if any.

d) Scan through the missing children's data from AP Police Intranet and Government of India's (WCD) *khoyapaya.gov.in*

e) Digital photographs (full length, side pose, face) of the child found should be taken for his/her identity and uploaded in AP Police Intranet.

f) Particulars of the child must be relayed/telecast on electronic media to seek public help in his/her identification, duly providing the contact phone number of the CWO/SJPU/Women PS/Police control room etc.

g) A HC/ASI of the PS has to be entrusted with the investigation of the child missing/found case, as APPM (PSO 410) mandates registration of case.

h) In case of a child, who hails from state other than AP, if the child is able to give some identifiable address, then a wireless message should be sent immediately to the concerned SsP/CsP Police station. A copy of the same to be sent to CWC concerned for further necessary action as per J.J (CPC) Act, 2015.

i) If it is not possible to find out parent/guardian of a child, the Police officer concerned should produce the child before the concerned Child Welfare Committee within 24 hours, excluding the journey time.

j) In case the Child Welfare Committee is not sitting, the child shall be taken to the residence of individual member of the committee, and if none is available then to an appropriate institution of children, registered and certified under the JJ Act 2015. The same institution will produce the child before CWC, within 24 hours.

k) If a child in charge of a Police officer needs any medical aid, same should be made available to him/her without any delay.

l) MLC of a child should be prepared only if any physical or sexual abuse or sickness is suspected or stated by child. Any medical or gynecological examination is not a pre-requisite for production of child before CWC.

m) All expenses incurred for handling CNCP, their care, food and transport etc shall be claimed under the head of 'Investigation Expenses'.

n) In all cases where adults are seen exploiting or abusing CNCP, immediate intervention and protection should be provided to the victim child and intervention of a social worker or the **SJPU** or a **NGO** should be sought.

o) While dealing with any CNCP, the concerned Police officer immediately should get in touch with an NGO working for children so that necessary emotional and legal support can be provided to children.

390.11. Abused Child

This category of children includes all children who are subjected to any form of physical/emotional/mental harm and includes cases of sexual abuse of children)-POCSO Act 2012, which is gender-neutral,

child-centric procedural law envisages several measures to ensure child (below 18 yrs) is made comfortable during the entire process of investigation and trial.

a) On a complaint of cognizable offence involving a child victim being made, concerned Police officer shall record the complaint promptly and accurately, register FIR and take up investigation.

b) The investigation of the case shall be made over to an officer not below the rank of Sub-Inspector, preferably a lady officer, sensitized by imparting appropriate training to deal with child victims of sexual crime. In case of Sec. 3 r/w 4 of POCSO Act, Inspector of Police is the Investigating Officer, while SDPO is the I.O. in cases of Aggravated Penetrative Sexual Assault (Sec.5 r/w 6 of POCSO Act)

c) The statement of the victim shall be recorded verbatim by audio-video electronic means u/s 161(3) CrPC, as well as his/her statement (audio-video) before the court u/s 164 Cr.PC

d) The officer recording the statement of the child victim should not be in Police uniform.

e) The statement of the child victim shall be recorded at the residence of the victim or any other place where the victim can make a statement freely without fear.

f) The statement should be recorded promptly without any loss of time. As far as possible the statement of the victim child should be recorded in question answer form. When the victim child is of a tender age and is unable to describe/give details of the offensive act, any gesture made by the child, keeping in mind the child's age and capacity, should also be taken note of by the Police officer concerned.

g) The parents of the child or any other person in whom the child reposes trust and confidence will be allowed to remain present.

h) The investigating officer to ensure that at no point the child victims should come in contact with the accused.

i) The child victim shall not be kept in the Police station overnight on any pretext, whatsoever, including medical examination.

j) The Investigating officer recording the statement of the child victim shall ensure that the victim is made comfortable before proceeding to record the statement and that the statement carries accurate narration of the incident covering all relevant aspects of the case.

k) In the event the Investigating officer should so feel the necessity, he may take assistance of a counselor/psychologist/psychiatrist.

l) The Investigating officers shall ensure that the child victim is medically examined at the earliest preferably within 24 hours (in accordance with section 164 A Cr.P.C) at the nearest Govt hospital or hospital recognized by the Government and obtain report.

m) The Investigating Officer shall ensure that the Investigating team visits the site of the crime at the earliest to secure and collect all incriminating evidence available, under his personal supervision.

n) The Investigating officer shall promptly send for forensic examination clothing and articles necessary to be examined, to the forensic laboratory which shall deal with such cases on priority basis to make its report available at an early date.

o) The investigation of the cases involving sexually abused child be investigated on a priority basis by Inspector of Police for offences u/s 3 r/w 4, by SDPOs u/s 5 r/w 6 of POSCO Act and completed preferably within ninety days of the registration of the case as per Sec 173 (1) A Cr.PC. The investigation shall be periodically supervised by senior officer(s).

Basic Principles while investigating Child Sexual offences:

390-12. All Police Officers should understand and follow the following 12 basic principles while investigating Child Sexual Abuse cases ;

1) Principle of right to life and survival of the child victim.

2) Protecting the best interests of the child.

3) The right to be treated with dignity and compassion.

4) The right to be protected from discrimination.

5) The right to special preventive measures.

6) The right to be informed of legal processes involved and other case details.

7) The right to be heard and to express views and concerns.

8) The right to effective assistance at all times till completion of trial.

9) The right to privacy protecting identity of victim and precluding re-victimization.

10) The right to be protected from hardship during the justice process.

11) The right to safety of the child- Protecting child from any risk before, during and after the justice process.

12) The right to compensation, relief and rehabilitation.

Points relating to Juveniles

391. The following points are to be noted relating to CICL (Children in conflict with law)

1. In the event of conviction, a Juvenile shall be placed in a Observation/ Special Home, instead of Jail.
2. Only a Juvenile Justice Board enquires into any offence committed by a juvenile.
3. If the juvenile welfare board finds in the preliminary inquiry that he is not a juvenile, he shall be forwarded to the ordinary court of concerned jurisdiction for his trial.
4. Even if he ceases to be a juvenile during inquiry in the juvenile Justice board, the inquiry will continue in the same court.
5. Inquiries are conducted by Magistrates in observation homes.
6. Inquiries are conducted in camera.
7. There shall not be a joint trial of a juvenile and non juvenile for offences committed by them jointly. Though common investigation is made against them, charge sheets should be filed separately in the respective courts.
8. No security proceedings under sections 107 to 110 Cr.P.C. shall be launched against a CICL.
9. Regarding details of offences committed against Children see PSO 389 for details

Child and Adolescent (Prohibition and Regulation) Act, 1986 (children under 14 years of age) as ammended vide Act 35 of 2016

392. There are some other legislations to protect the interest of children.

1. The Child and Adolescent (Prohibition And Regulation) Act, 1986 prohibits children below 14 years from employment in railway, in such other processes as beedi making, carpet weaving, cement manufacturing, cloth printing, dyeing and weaving, bagging, manufacture of matches, explosives, fire-works, mica cutting and splitting, shellac and soap manufacture, tanning, wool cleaning and building construction. In other cases where children are employed, certain precautions have to be taken in the interest of their safety and health as per section 13. Violation of provisions entails punishment of 3 months up to one year. The offences however, are not cognizable.

A. Section 16 empowers any person and police officer or inspectors appointed under the Act to file 'complaints' in a competent court.

B. Whenever violation of the Act comes to notice, the duty of the police officer should be to make a record in the General Diary and file a complaint before the Metropolitan Magistrate or first class Magistrate who is competent to try the case. For every second offence, the punishment is 6 months to 2 years of imprisonment.

C. FIR should be registered under section 14, 16 of the Child labour (Prohibition and Regulation) Act, 1986, Sections 23, 26 of the Juvenile Justice Act, 2015 (as amended upto date), Sections 16, 17, 18 and 19 of the Bonded Labour System (Abolition) Act, 1976 as per circumstances.

D. The main duty of enforcing this Act is that of the inspectors appointed for this specific purpose. The police officer need not therefore undertake the job of going round the factories or places of work with a view to detect and prosecute the violation.

E. The police should make thorough inquiries where they come across organized, deliberate employment of children against the provisions of this Act, and a proper FIR should be registered under appropriate sections of IPC and the Act. The example of such racketeering is the middle men who gather children and make them work taking advantage of the poverty of the parents.

F. Contact and coordinate with concerned Child line, Deputy Commissioner of Labour and Child Welfare Committee(s).

G. Get the child immediately examined and have/his MLC prepared.

H. Produce the child before the concerned CWC

I. In case provisions of the Bonded Labour system(Abolition) Act are attracted the child should be presented before the concerned SDM (Sub-Divisional Magistrate – Revenue Divisional Officer) to acquire relevant certification of bonded released order labour. This would include those children who provide labour or service but are not paid remuneration or are paid remuneration which is less than the minimum wage

2. The Child Marriage Prohibition Act, 2006 provides for punishments against any male person above 18 years marrying a female child below 18 years. It also provides for punishments against persons who perform, conduct or direct any child marriage and also against the parents and guardians having charge of a minor female child conducting marriage or failing to prevent the marriage of a child.

3. All these offences are cognizable for the purpose of registration and investigation of these offences but arrest can be made only on a warrant from a court.

4. Charge sheets must be filed within one year from the date of offence. Otherwise courts will not take cognizance.

Crimes against Women and Duties of Police

The S.O.Ps of investigation under sections 304 (B) 306, 326 A, 326 B, 354, 354 (A to D), 370, 370 (A), 376, 376 (A to E), 377, 498 (A), of IPC and Sections 3 to 8, 11, 13 & 15 of POCSO Act are given in PSO 530-A of APPM Vol II A.

393 1. Women have equal rights under the Constitution. Special provisions aimed at protection of women and to prevent atrocities against them have been made by various laws. Article 23 of the Constitution prohibits trafficking in women, which is recognized as a fundamental right. Trafficking in human beings covers exploitation and trading by taking advantage of the vulnerability, poverty and physical weakness of the women. The provisions in the Indian Penal Code relating to crimes against women are contained in sections 294, 304B, 354, 354 A to D, 366, 366A, 366B, 370, 370 A, 372, 373, 374, 376, 376-A, B, C, D, 493, 494, 496, 497, 498, 498A, 509. Sections 125 to 128 of Chapter VIII of CrPC relate to maintenance of wife, Children and Parents. The investigation of some of these offences are covered in the relevant Chapters in this Manual. (Refer PSO 530 A to 538-22 in APPM investigation manual vol II A)

A. Organized criminal activity is known to operate in illicit trafficking subjecting the women to untold trauma, agony and suffering. All trafficking offences are continuing offences and individual F.I.Rs can be registered at source, transit and destination and charged separately.

B. Women are subjected to physical harm, molestation, physical and mental suffering arising out of dowry system and conflicts in the family due to various reasons. Domestic violence against women and girls is yet another manifestation of sufferings of women. The Protection of women from Domestic Violence Act, 2005 (PWDVA), The Child marriage Prohibition Act, 2006, Hindu Succession Act, 2005 r/w amendment Act, 2015 (enables girl child to have coparcenary property rights as that of boy child), Criminal Law (Amendment) Act, 2013, POCSO Act, 2012 are enacted for the welfare and wellbeing of women and Children.

C. Adequate safeguards and protections are provided for the treatment of arrested women and women offenders by various laws and rules.

D. Apart from the Indian Penal Code, special legislations also exist. In the matter of rehabilitation, rescue and treatment, the welfare departments of the government and recognised non-governmental organizations have an important role to play. The role of the police

which is complementary to these is set forth in the concerned Acts and Rules. In respect of atrocities against women of an unorganized nature, the governmental and non-governmental agencies and also the police have a role to play. In the matter of dealing with organised crime against women particularly trafficking and serious crimes it is entirely the responsibility of the police.

E. The norms of conduct of the police towards women whether they are offenders or in custody or come in contact on various occasions requiring police intervention are set forth and any violation attracts action against them. Police Officers of all ranks should familiarize and assimilate in spirit and letter, the various provisions of law and rules in the discharge of their duties. The training branch of the police and all the training institutions shall cover these aspects comprehensively in the induction, in-service and on-job training courses. The syllabus of induction training for all police officers should contain a module on the manners of official conduct with women.

The Immoral Traffic (Prevention) Act, 1956

2. The Immoral Traffic (Prevention) Act 1956 prohibits trading, trafficking and exploitation of women. Under the Act prostitution is not by itself punishable but exploitation of prostitution by others is made punishable under sections 3, 4, 5 and 6 of the Act. Prostitution in public places and inviting for prostitution from public places is punishable under sections 7 and 8. Inducing for prostitution by persons under whose custody the women are punishable under section 9. This Act attracts offences against both males and females. The opposite party (accomplice) can be prosecuted as abettor. There are deterrent punishments if the exploitation relates to child prostitutes. A public place is one which is within 200 meters radius to any place of Worship, Hospital, School, Hotel, or any other place declared by the government as such. Section 18 provides for removal of a brothel from a public place by police by the orders of an executive magistrate. Rehabilitation measures are also provided under the Act and Rules.

Investigation Duties of Police

3. Under the Act, a special police officer (Inspector of Police and ACP are designated vide G.O Rt No. 475 of Home (POl-D) Dept., of 1991, Govt of AP) are only competent to detect, make searches, and effect arrests in these cases. Sub Inspector and below can only assist him, but in cases of emergency, SIs can arrest and immediately report to the Inspector. Searches shall be made in the presence of two independent witnesses and one among them shall be a woman. The victims of prostitution shall be clearly differentiated from organisers

and such persons should be rescued and rehabilitated. Prompt registration of cases, investigation, and prosecution with care and caution is important.

4. The police shall collect information relating to brothels and enter the information in part IV of the village crime history in a separate sheet and on registering a case under I.T.P Act should write to SDM/ RDO for closure of such premises u/s 18 (1) of ITP Act.

5. Trafficking in minor girls is a heinous crime and special attention must be paid by police for prevention and for rehabilitation. Though there are several non-governmental organizations and government departments, the police must play a supportive role in rescuing the victims from the clutches of organized crime or gangs or professional traffickers.

A.P. Devadasis (Prohibition of Dedication) Act, 1988

6. According to this Act dedication, propagation, and prevention of marriage by a devadasi are punishable. Dedication means, dedicating a woman to the service of deity whether with or without consent of a women. Propagation includes the practice of dedicating women as devadasis. Devadasi includes any woman so dedicated and called as Basavi, Jogini, Parvathi, Mathamma. Contravention of this Act means punishment to a minimum of 2 years and Rs.2000/- fine extending up to 3 years and Rs.3000/-. An officer of the revenue department not below the rank of M.R.O. is vested with the power of implementing this Act. The offences are cognizable and non-bailable and trialable by executive magistrate.

7. Apart from the special Acts relating to these offences, the provisions under IPC for example: 363, 366A, 366B, 367, 368, 369, 370, 370 A, 372, and 373, 376-D IPC are also relevant for taking necessary action in this regard.

   POCSO Act, 2012 is also applicable for the offences against Children.

Preventive measures

8. The following are the preventive measures to check the illegal practices of trafficking in women and minor girls for the purpose of prostitution and illegal practices.

   A. Gathering information relating to procurers, brokers, agents, and pimps through beat constables and other police officers.

   B. Prompt recording of information and action regarding missing women and girls.

   C. Maintain a liaison with voluntary bodies and concerned departments regarding care and custody of rescued females.

   D. Keeping watch at holiday resorts.

Attacks against women and their modesty

394-1. This category of offences relate to physical assault, vulgar gestures, lewd remarks and other conduct intended to outrage or insulting the modesty of a woman and cause annoyance and put her to shame etc. The eve teasing which is rampant in many parts of the State and sometimes which also leads to disastrous consequences like suicide is not uncommon. Incidents of throwing acids to disfigure a woman also occur. Section 354, 509 IPC deal with the attacks on modesty of women and their dignity as individuals. Section 354 IPC deals with criminal force and outraging the modesty of women. The ingredients of this offence are -

a. there is an assault or use of criminal force;

b. against a woman irrespective of age;

c. intention to outrage her modesty;

2. Section 509 IPC punishes uttering words, making sounds or gestures or exhibiting any object within the hearing or view of the woman or intruding on her privacy to insult her.

3. Modesty of any woman relates to her sex and her body. Law has interpreted that modesty of a woman as capable of being outraged whether she is young or old, intelligent or innocent, awake or asleep. Any Act suggestive of sex is deemed to be affecting her modesty. The other ingredient necessary in such offence is guilty intention and motive.

4. Obscenity arises out of the use of language, gestures, motions, signs and eveteasing. The following factors determine obscenity of any matter.

A. It is so depraved as to corrupt the minds of ordinary persons;

B. Suggests to the mind of young persons impure thoughts;

C. Arouses lust and stimulate sexual impulse;

D. Vulgar and immodest as to affect the reader or viewer;

5. The police are required to collect information with regard to circulation of such literature or objects and conduct searches with or without warrant.

6. The Indecent Representation of Women (Prohibition Act 1986) prohibits vulgar and indecent representation of women through advertising or in publications, writings, paintings, figures or in any other manner. The figures or writing in scientific and medical journals and books are exempted from this Act. The offences under the Act are cognizable and bailable. The powers to enter and search and seize any thing which is in contravention of the Act and examine any

record, register and document and seize if necessary are conferred on any gazetted officer. A warrant is necessary for the search.

7. The production and circulation of obscene articles, literature and visual media is some times a major money-spinner and often a subject of organized criminal activity. When information is obtained regarding the operation of a gang, the police should register a case under 120 (B) IPC and other relevant sections and conduct thorough investigation.

The Dowry Prohibition Act, 1961

395-1. Dowry under this Act is defined as any property or valuable security given or agreed to be given directly or indirectly by one party of the marriage to the other party at, before or after the marriage and in connection with the marriage.

2. Section 3 makes giving or taking or abetting dowry punishable with a minimum and maximum of 5 years. Section 4 makes demanding dowry an offence punishable with a minimum of 6 months and a maximum of 2 years.

3. The offences are cognizable for the purpose of registration and investigation but arrest cannot be made without the orders of the Magistrate if it is a stand-alone case. Reports to police must be given only by the aggrieved or their parents or guardians or recognized institutions. The offences are non-bailable and non-compoundable. The presents given at the time of marriage either to the bride or bridegroom is exempted provided the gifts are given by persons having the financial capacity and a list of articles is made out at the time of marriage and those articles are made over to the bride or bridegroom.

Offences relating to the marriage

396. There is another category of offences relating to marriage.

1. Section 493 is an offence whereby any person fraudulently co-habits with any women inducing her in a belief that she is his legally wedded wife. The man going through ceremony of the marriage, which he knows is not valid, may practice the deception contemplated under this section.

2. Section 494 to 496 IPC deal with cases of bigamy. Bigamy is defined as marrying again during the lifetime of spouse when the personal law does not permit and when the marriage takes place without the first marriage being legally made null and void. These offences are cognizable but by virtue of section 198 Cr.P.C. courts will not take cognizance unless a complaint is filed by the aggrieved or by the parents or by the guardians or by any recognized welfare organisations.

3. Section 498 IPC deals with enticing a married woman or conceals or detains her with the intention of having illicit intercourse. In this case

also the complaint should be filed in the court by the husband, who is aggrieved.

4. **The National Commission for Women Act, 1990** : This Commission has varied statutory functions which inter alia include investigation and examination of matters relating to safeguards and look into complaints of non-implementation of laws enacted to provide protection to women, inspect the place of custody where women are kept as prisoners or otherwise and take up with the authorities for remedial action. The Commission has powers to summon witnesses and production of documents receiving evidence on affidavits, requisition of public records etc.

Arrest of Women

5. Whenever any women has to be arrested under the law, the women police officers should be employed and for any reason if the services of women police could not be secured, it is necessary to secure the presence of services of women social workers or other respectable women witnesses of the area. The Police Officers making arrest shall not use force unless there are circumstances which make him believe that the prisoner is likely to escape or there is danger to her life or she is in possession of fireworks, explosives or any other dangerous weapons.
6. In respect of women offenders whose custody in the police station becomes necessary, a woman police officer should be available in the police station or the prisoner shall be left under the charge of woman police in the same police station or in a women police station. The Investigation Officer or the SHO may permit her male or female relatives not exceeding two to visit her or to be in attendance near the police station until she is sent to judicial custody.
7. The interrogation of women in custody in the course of investigation of a case should be done in the presence of woman police officer if the I.O. is not a woman police officer.
8. The women prisoners should be kept in separate lock up meant for women and toilet facilities be provided with women escorts.
9. In respect of women prisoners with a child in arms, the child should be permitted to be with the mother and arrangements made with the help of any NGO or government welfare department or the concerned department of government to provide medical aid and care of child and mother. There should be no objection to allow an elderly female member of the family to be present near the police station for any assistance that may be required for the child.

Bonded labour

397-1. Bonded labour is forced labour under which he enters into an agreement with the employer that he would by himself or through his descendants serve him for a specified or unspecified periods without wages or with nominal wages in consideration to the advance obtained by him from the employer earlier. Thus he is curtailed from liberty to move freely or to take other employment till the debt is discharged.

2. The Bonded Labour System (Abolition) Act, 1976 provides punishment for enforcement advancement, extracting bonded labour under bonded labour system. Abetment is also an offence under this Act. All the offences are cognizable and bailable and triable by executive Magistrates who are vested with the powers of judicial first class Magistrates or second class Magistrates. Police Officers have to file these cases after investigation before the concerned executive Magistrate Court.

3. Under this Act 'agreement' means an agreement (whether written or oral, or partly written and partly oral) between a debtor and a creditor, and includes agreement providing for forced labour, the existence of which presumed under any social custom prevailing in the concerned locality

   "Bonded Debt" means and advance obtained or presumed to have been obtained by a bonded labourer under, or in pursuance of bonded labour system.

   "Bonded Labour" means a labourer who incurs has or is presumed to have incurred a bonded debt

   Sec 16 is penal section for enforcing bonded labour (imprisonment upto 3 years and fine)

4. The Executive Magistrate is empowered to free the bonded labourer from the bonded debt and restore him to the parents/residential premises. State Government officers are protected (u/s 24) against any Civil suit or Prosecution

5. SHO shall register a case u/s 16, 17 or 18 of the Act as the case is, rescue the bonded labourers, produce them before Executive Magistrate, obtain bonded debt release orders, restore him/her to his/her residential premises ; simultaneously prosecute the offender in the JFCM court for contravention of provisions of Sections 16, 17 or 18 of the Act.

6. SHO should take into confidence the District Labour Department officers, NGOs working in this sector, Superintendents of Short-stay homes of Child welfare Dept, Special Juvenile Police Unit (SJPU) of the District (Addl. SP/Dy.CP or Addl Dy.CP in each District and

Jt. Commissioners/Dy. CP (Crimes) in Commissionerates are designated as SJPUs).

7. Sexual Harrassment at work place (Prevention, Prohibition and redressel) Act 2013, The SsP/SsRP/Commandantes/CsP and all other Unit Officers have to constitute a Internal Complaints Committee under this Act redressal of prevences of women employees. The Government wide G.O.Ms. No. 24 of dept. for women, children, disabled and Sr. Citizens (Prog-II) dt. 20-08-2014 has notified the District Collector and District Majistrate as DISTRICT OFFICER who should constitute a Local Complaints Committee in the District concerned.

Definition of Sexual harassment at work place (Section-3 of the Act):

Sec.3(1) No woman shall be subjected to sexual harassment at any workplace.

(2) If it occurs or is present in relation to or connected with any act or behaviour of sexual harassment in the following circumstances.

(i) implied or explicit promise of preferential treatment in her employment; or

(ii) implied or explicit threat of detrimental treatment in her employment; or

(iii) implied or explicit threat about her present or future employment Status; or

(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or

(v) humiliating treatment likely to affect her health or safety.

Action during pendency of inquiry (Sec-12 of the Act) :

Sec12(1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to employer to :

(a) Transfer the aggrieved woman or the respondent to any other workplace ;

(b) Grant leave to the aggrieved woman up to a period of three months; or

(c) Grant such other relief to the aggrieved woman as may be prescribed

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled

(3) On the recommendation of the Internal Committee or the Local committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section(1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Sec 13 (4) The employer or District Officer shall act upon the recommendation with in sixty days of receipt by him.

Sec16 Prohibition of publication or making known contents of complaint inquiry proceedings.

8. The **Bonded Labour System** (Abolition) Act, 1976 - Criminal Offence

Section	Offences	Punishment	Bailable	Cognizable
Section 9 (2)	Whoever accepts any payment from a labourer for a bonded debt	3 years and fine	Yes	Yes
Section 16	Whoever compels any person to provide bonded labour	3 years and Rs.2,000 fine	Yes	Yes
Section 17	Whoever advances a bonded debt (A bonded debt is an advance obtained, or presumed to have obtained under or in pursuance of a bonded labour system)	3 years and Rs.2,000 fine	Yes	Yes
Section 18	Whoever enforces any custom, tradition, contract or agreement requiring any person to work under a bonded labour system	3 years and Rs.2,000 fine	Yes	Yes
Section 19	Whoever fails to restore any property of a bonded labourer	1 year and/or Rs.1,000 fine	Yes	Yes

Key Elements : The Bonded Labour System **(Abolition) Act, 1976** provides the following -

- Frees all bonded labourers from bondage ;
- Extinguishes all of a bonded labourer's liability to repay a bonded debt;
- Imposes criminal sanctions on perpetrators of a bonded labour system
- Designates and empowers government authorities responsible for enforcement;
- Mandates rehabilitation to the victims of bonded labour systems.

1. What is the bonded labour system ?

Bonded labour is a form of modern slavery that affects well over one crore people in India. A victim is under some sort of obligation – as a result of which, he is forced to work for an owner who may pay him far below the minimum wage, if he is paid anything at all. Bonded labours are usually ill-treated, often not allowed to leave the worksite, visit their relatives or work elsewhere or sell their goods.

2. What is the role of the police ?

   The police performs its duties as laid out under the Cr.PC – to search the premises, seize evidence, arrest the offenders, take statements of the victims, protect the victims, file an FIR.

3. What is the role of the DM/SDM?

   DM/SDM can proceed under the Bonded Labour System (Abolition) Act, 1976 and the Central Sector Scheme for Rehabilitation of Bonded Labourer-2016.

4. What to do at the rescue location ?

   At the rescue location,

   1. Secure the location from persons leaving and entering the location during the rescue, and photograph the location,
   2. Remove the victim from the location and separate him from the offender and his associates,
   3. Conduct brief inquiry,
   4. Photograph the rescue location and facility on context of places and objects that evidence the exploitation and bondage of the victims.
   5. Seize evidence
   6. Prepare seizure list and rescue location and ensure safety of the victim's belongings
   7. Ensure that the victim is remove from the rescue location and ensure safety of the victim's belongings
   8. Arrest the Offender

5. What us the role of the labour department ?

   Labour department can proceed under Minimum Wages Act,1948.

CHAPTER 19

Police Public Relations, Community Policing and Community Relations

Police Public relations

398- 1. Police in a democratic polity can discharge its duties effectively only with the cooperation of the people. Public assistance is needed for prevention, detection, investigation and prosecution of cases, and also for maintaining peace during all major social, cultural, economic and political events. For eliciting and sustaining such a co-operation constant interaction with the members of the public need to be organised by a professional public relations set up within the organization.

2. Police a powerful law enforcement wing of the executive. Law enforcement is their prime duty. The execution of its lawful duties presupposes public service to the citizens. They need the assistance of the public in the prevention, detection, investigation and prosecution of the cases, either for furnishing clues or for figuring as panch witnesses or to figure as witnesses for prosecution, in bringing the criminals to Justice. The police are therefore, expected to create an impression in the public that the police are their friends and are meant to help them in case of need. The mind to serve, the need to understand the problems of others, the inherent tendency to remember his job requirements is bound to earn laurels for the individual police officer and through him to the entire force. This will build a beneficial public relationship leading to healthy police public relations. Public relationship is to be built up keeping this in view, more so to remove misapprehension in the public about the police.

3. There shall be one public relations officer with necessary secretarial assistance, communications, transport and other equipment like computer, located in the office of every SP in the district and the Commissioners of Police in large cities. At the State level a Director of Public Relations of appropriate rank as decided by the DGP, with necessary secretarial assistance shall be located in the office of the Director General of Police. The Addl. DGP (L&O) will be in charge of the public relations work in the police. Professionals in print and visual media as well as advertising will be part of the PR set up at state police headquarters. The public relations officers in the district may be drawn from police officers of rank of Inspector or from among professionals on deputation/contract. In the other units of the police like APSP, Training Colleges, the PR functions shall be handled by the officer of the rank of a DSP or Inspector at the Unit headquarters.

The CID shall have a separate PRO of the rank of a DSP or a professional on a contract appointment or deputation.

4. All PROs either from the police or on deputation shall undergo a two-week orientation course in a professional PR Institute and one-week orientation course to be designed and implemented by the APPA. The APPA and other training colleges should include in the normal curriculum the essential features of public relations.

Functions of Public relation organisations in Police

399-1. The profile of the police department and its objectives are to be borne in mind in all PR functions. The police and its objectives and organisational goals are set out in Chapter 1. The manner of working of police and the services made available to the public are detailed in various Chapters in this Manual. The information and public relation functions are attuned to sub serve the interests of the public and the goals of the organisation. Since the services to be rendered are linked closely with the lives, possessions, liberties, rights and honour of all persons, it is all the more necessary that the public relation function becomes a part of the police organisation's work. The **functions** of the PR organisation are -

A. To regularly inform the public, the objectives of the police, the rights of the people under law, the services, which the police have designed for the public.

B. Highlight the constraints and problems of police like attacks on policemen, killing of police officers, the legal requirements of police actions, the situations arising out of conflicting rights, physical and mental strain to which the policeman is subjected.

C. Disseminate information to the public on police matters particularly on important incidents and crimes.

D. To apprise the public the importance on preservation of crime scenes for evidentiary value also informing them about the importance of giving truthful information and also the need to come forward to give evidence in courts courageously as a part of service to the society.

E. The need for the public to co-operate with the police in furnishing clues, giving assistance in investigation and to come forward to figure as witnesses in the court for the effective control of crime by the police.

F. To identify favourable as well as adverse criticism on behaviour of police officers as reported or appeared in news media and other sources and bring to notice of SP/DCP/CP and other unit officers

with press clippings and with their instructions issue rejoinder with facts of the case, in adverse news reports.

G. In times of emergencies, serious public order situations and outbreak of crime, provide necessary information required to the public.

H. Interaction with the woman and children Department, Juvenile Welfare Department, voluntary organisations particularly dealing with the problems of children, women, scheduled castes, scheduled tribes, minorities and crime prevention societies;

I. Production, display and distribution of brochures, television serials, short films and other mass media to bring out the areas of police-public co-operation and highlight important aspects of police work including sensational crimes, crime prevention measures, and manner of overcoming lapses and failures in the police; and the need for effective co-operation by the public in detection, investigation and prosecution of cases.

J. To see that the relevant articles relating to police public relations, the need for station staff to maintain good public relation are contributed to monthly police magazine "SURAKSHA" and other publications to enlighten the staff and other readers.

K. To create awareness among public about police actions and dispel any misunderstandings or doubts.

L. To launch internal communication programme between police officers through In-house Journals, video exhibitions, seminars, meetings etc.

M. To provide correct feedback of public reactions and their grievances from publications or other media as well as opinion of leaders.

N. Setting up and running of an Information Centre and arranging press conferences with senior officers when necessary;

O. Maintain close liaison and relation with media persons, Audio and visual and also organise seminars with media and police officers to evolve better communication, understanding and co-operation in police work.

P. Organize traditional cultural forms of publicity like street plays, dramas, burrakathas, puppet shows, songs etc.

Q. Release all advertisements of the department relating to recruitment, procurement etc.

Internal Public Relations

2. No amount of effort in public relations will yield the desired results unless it starts first with the police personnel themselves. With a view

to develop better internal relations the following methods and steps have to be initiated by the PR organisation.

A. **House Journal 'Suraksha'**: This is a channel of communication for the police personnel of all ranks to get themselves acquainted with the police functioning in all respects. It provides a medium for expression of views and communication of various developments in the department from time to time. It also a means by which the personnel communicate with each other. The contents of the journal are strictly devoted to discussion on police duties, personnel problems, cases of good work, updating of knowledge, and the views of the public. The policies of the department and the legal changes are also incorporated in the Journal. Prominent place is given to outstanding services and sacrifice of policemen. It provides a reading material for policemen and their families. It is the part of the police department with regular staff and headed by a Manager and run in co-ordination with P.R. wing. The staff needed for printing, binding, packing and despatch are appointed, while contract appointments are made for professional services which are not available internally. The running and validity of this Journal should be made further strengthened and enhanced by undertaking following measures:

i. Every police officer should become a life member of this Journal by contribution at the subsidised rates determined;

ii. The Journal shall be distributed direct to all the members;

iii. The free distribution shall be limited to all police training institutions, stations and police officers for record and use;

iv. Apart from regular publication, the printing press of Suraksha should be utilised for publication of other literature useful to the department as well as material useful to the public.

B. A video magazine of the Journal with necessary visuals and live commentaries and interviews should be compiled and released every month. This video magazine should also be titled as 'Suraksha' for distribution and viewing in all the police institutions as well as to be played on commercial channels for the benefit of police and public. This can also be played in the police stations and other work places and also during the weekly catechism classes in the police stations.

C. The training programmes of the Constables and other police officers should include a module on public relations both at the district training centres as also in other training institutions. Lectures should be organised on PR to the trainees in the training institutions as well as in the district training centres by professional public relations officers.

D. Stickers, motivation posters for different categories of officers and a short poster on code of conduct, do's and don'ts for field police officers displayed at all police station, training institutions, inside the police buildings, police rest houses, barracks, parade ground etc. should be done to improve the communication with the employees.

E. Bulletin board is an effective medium of internal communication which serves the purpose of talking to the personnel and listening by the personnel. This has to be a permanent information fixture particularly in the police stations, control rooms, police headquarters of the districts/ cities and the headquarter of the battalions and the police training institutions.

External Public Relations

400. The Deputy Inspector General of Police, at PHQ who is designated by DGP**,** Public Relations and the PROs should be in regular touch with the Information and Public Relations Department of the State Government, Door-Darshan, All India Radio, the Directorate of Field Publicity of the Government of India etc. and organize publicity for all the good work done by the police since positive work usually does not readily attract the attention of the media. The external public relations campaign should be designed to inform, educate, build awareness and confidence in the minds of the public by adopting the following methods.

1. **Educative slogans**: These can be publicised through posters, hoardings, newspapers, radio, television, printed literature, electronic display, meetings with voluntary bodies, audio visuals and direct interaction with public.

2. **Newspapers**: This is a powerful media and is read by a large number of people and still those who read and discuss about what they read influence a larger number. Regular press releases in a neat format containing information from time to time on important policy decisions, events, bundobusts, crime information, clarifications, traffic diversions, arrangements for fairs, festivals, elections and in times of emergencies, peace and order situations would go a long way in keeping the public properly informed. Press conferences by senior officers occasionally and whenever situation demands is a useful method of direct interaction with the press and also indirectly with the public. The rejoinders, letters to the Editor and clarifications in a proper format would enable clarifications and action taken on grievances brought to notice. Press clippings provide useful feedback to the police officers and enable them to respond or take suitable measures.

3. **Electronic Media**: The educative slogans may be displayed or read out through the electronic media and radio. Arrangements to make special announcements in the news channels and in cases of emergencies even by interrupting the normal programmes are an effective means of communications. Interviews with senior officers, telecast on specific topics or matters of interest would also help in improving the information to the public. The news releases made to the newspapers should also be conveyed through the radio and television channels. The other forms of audio and visual media which can be utilised are documentaries, commercial spots, panel discussions, talks, special announcements, specialised audience programmes, film strips, telefilms, cinema slides, video cassettes, news photographs, photographs for TV, pictorial albums and record albums.

4. **Departmental Publications**: The department should bring about periodical publications in Telugu as well as in English on various topics of interests and schemes particularly in the matter of area policing, crime investigation, crime scene protection, preventive measures, traffic discipline and conveying information. Apart from this such matters as handling blackmail, threatening calls, long absences from houses, threats to life or property would greatly help the public in knowing what steps they can take when faced with such situations. Apart from the regular publications, books, pamphlets, folders, handbooks, calendars, diaries, greeting cards, pictorial publications, direct mail are some of the forms by which information can be conveyed.

5. **Advertising**: The main objective of advertising is to disseminate information of major schemes or situations, significant achievements, building up of an image based on performance. It is also a method of presenting the good news covering the major achievements, which sometimes the media may not normally print or give due position or importance. This may be done in all the three media particularly in the print and the visual media. Advertising may be done through press, radio, TV and film ads, and outdoor hoardings and also through classified public service and institutional advertisement.

6. **Audio-Visuals**: This is an effective media to give a glimpse of the functioning of the organisation for the benefit of employees as well as others and to select audiences like visiting dignitaries, elected representatives, institutions, students and those who visit the departments and its facilities.

7. **Exhibitions**: The trade fairs, industrial and agricultural exhibitions and rural exhibitions can be utilised for visibility campaign through erecting police stalls portraying the work being done by the department.

8. **Traditional Media** : This media through songs, dances, drama, Harikatha, Burrakatha, puppet shows and other folk forms lends itself as a very good media for communication with the public. Being live forms they have a powerful appeal if properly conceived and correctly portrayed. Apart from professionals, police officers themselves who have the necessary talent can be utilised to stage such programs. Talented teams can be prepared to tour different areas staging plays and other programmes utilising the latest sound, light and music equipment.

9. **Other Media** : This includes open house discussions, bulletin boards, sponsorship of sports, art and culture, professional awards and scholarships etc. The sports and culture media is of advantage as policemen have the capacity of attractive display talents of mass drill and other specific forms of martial arts which have a relation to their profession. These shows attract large gatherings and are a good media of communication. They also provide a feedback to the department directly.

10. **Verbal Communication** : The conferences, meetings, group discussions, seminars, meeting the public, which is discussed in this Chapter, are a two-way communication process.

11. A website for the AP Police should be established and maintained by Police Computer Services on the Internet. The website will be updated from time to time with assistance from the districts as well as other units of the police department and kept ready for use as deemed appropriate.

12. The communication facility to be provided to the Unit PROs and at the State Headquarters should have an Internet link to enable prompt conveying of press notes to television and newspaper channels directly.

13. The above facility enables access to information about other police Units in the country as well as abroad apart from serving as a useful media for investigation of certain type of offences and even in the matter of arrest of absconding accused. Such information as look out notices, which are required to be published, can be sent out with least delay to various parts of the country.

14. An annual or half yearly seminar with the editors of both print and visual media channels should be conducted to discuss common problems of crime reporting and the need for conveying information to the public.

15. Where local television channels are available in towns and cities, arrangement has to be made to reserve a particular time for the police to feed the news or other information of interest to the public. The

preparation of the handouts and the persons who should act as a spokesman should be determined by the SsP concerned in the districts and other heads of the Units in the State Headquarters.

16. A spokesman should be nominated for each Unit to respond to all queries and clarifications at all times and he should be furnished with and have access to such information which should be made available to the public. An arrangement on these lines would reduce the need for the Heads of the Units to frequently meet the press or divert their attention from the work with which they may be engaged.

17. The information desk in every control room should be manned by a police officer, trained in public relations or public relations personnel. The PRO of every Unit should be in close touch with the information desks in the control room of his area.

18. **Meeting the public** : The grievances of the public will be known better if the officers meet the public face to face. Detailed instructions in this regard are issued in the duty profiles of the various field officers in this Manual. These meetings should take place when the officers go on tour or on inspection. The visits should be to various villages and localities. Meetings on specific subjects or on specific problems with those affected or likely to be affected should also be convened to know the correct facts and the feelings of the public apart from their views. These should not be confused with the meetings, which may be held with representatives of certain organisations to handle a particular situation or a problem.

19. **Evaluation** : The primary duty of the PR organisation and the senior officers is to evaluate the impact from time to time of the public relations function. The evaluation should be in terms of the employee's response and the extent to which knowledge, interest, acceptance and sympathy have replaced the ignorance, apathy, prejudice or hostility respectively. The results should be studied and suitable modifications made to improve the impact of the information on public relations exercise.

20. The expectations from the public relations organisation of the police will be the same as in other organisations and are briefly mentioned below for the guidance of all the officers:

    a. Sharpen your communication skills and maintain good media relations by both receiving and transmitting information of interest to the organisation;

    b. Keep the eyes and ears of the department open to peoples' reactions;

    c. Act as an ambassador of the department;

a. Create an all-round understanding of management problems and actions;

e. Project the image to various publics;

f. Serve as an antenna-cum-receiver by providing feedback information and disseminating department's policies both with the employees and the public. Identify problems and measures to solve them;

g. Serve as facilitator lubricants of communication between the department and the public;

h. Make the management public relations conscious;

Do's and Dont's for Public Relations Officers

Do's

21 A. Skill in communication and full knowledge of both mass and traditional media;

B. Intimate knowledge of the organisation to act as a source of information;

C. Ability in voracious reading, writing, speaking and patient listening;

D. Anticipating change and ability in understanding human environment;

E. Organising ability and capacity to get along with people;

F. Extrovert, team spirit, positive thinking;

G. Good at media relations to get fair coverage;

H. Eyes and ears to represent both the department and public as a harmoniser between the public and the department;

I. Possess good grasp of imagination and sound judgment;

J. Honest, sincere and hard-working.

Dont's

K. Never think public relations as 'mumbo-jumbo' or 'panacea' to all police problems;

L. Never be a panegyric;

M. Never seek personal publicity.

22. **Liaison with State Information and Public Relations Department** : The Government has a full fledged, well equipped and organised public relations network in the State headed by Commissioner for Information. The facilities, equipment and infrastructure are meant for all government departments including the police department. They have representative units in every district and city and maintain

constant interaction with the news media. The PR organisation in the police must be in close touch with the State Information Department and provide all assistance to them to disseminate information regarding the police. The public relations campaign of the department can be successfully done through cooperation of the State public relations wing. The SsP/CsP should similarly utilise the services, equipment, infrastructure and other facilities available with the department in their districts and cities. There should be frequent interaction between them and the police officers so that the larger infrastructure can assist the police in better communication with the public.

23. The Government of India has its organisations like Directorate of Field Publicity and Audio-Visual Publicity, Publications Division, Doordarshan, and All India Radio connected with the department of Information and Broadcasting. All these are located in the State Headquarters and also at a few other places in the state. A proper liaison is necessary with these organisations who have a responsibility for conveying information of any government organisation to the public. In fact, the Doordarshan and the AIR have specific policy priorities to convey matters of police interest or emergencies. Even though these organisations have other priorities they do take up police programmes on a regular basis. Doordarshan particularly the local channel can have a specific time fixed for police programmes. It is necessary that the PR organisation of the police department is in a position to produce such programmes so that the regularity and the timings can be followed without interruption.

24. The main thrust of all PROs should be to project the work of the department and provide information to the public on matters of interest and necessity.

401 Community Policing

1. As per Cr.PC sections 37 to 39 Public is mandated to assist Police in apprehending offenders and to give information about crime and criminals.**.** The details enumerated in Cr.PC as follows.

Sec 37 Cr.PC	(a).	Preventing escape of any person whom the Police is authorised to arrest
	(b).	Prevention and suppression of a breach of peace.
	(c).	Preventing damage to Public property, Railways, Canals and Telegraphs
Sec 38 Cr.PC		Civilian is empowered to execute warrant, if it is directed to him by court.

Sec 39 Cr.PC — Civilians having knowledge of the commission or attempts to commit offences have to inform Police/Magistrate in the following categories of crime:

i. Against the State
ii. Against public tranquility
iii. Offences relating to illegal gratification
iv. Offences relating to adulteration of food and drugs
v. Offences affecting life
vi. Offences relating to kidnapping for ransom
vii. Offences of theft, extortion etc
viii. Offences of robbery or dacoity
ix. Offences of Criminal breach of trust
x. Mischief against property
xi. Offences of house trespass
xii. Lurking House trespass
xiii. Offences relating to currency notes

40 Cr.PC — Every village officer like VRO, Sarpanch/Panchayath member / Revenue Inspector or villager have to pass on information to the Police on the following aspects .

a. Residence of notorious receiver/vendor of stolen property
b. Movement of robbers, thugs, proclaimed offenders, escaped convicts
c. Regarding commission of non-bailable offence by person of the village
d. Sudden or unnatural death or of any corpse, or any person involved in a non-bailable offence.
e. Person committing offence outside India,
f. Any matter affecting the maintenance of order of prevention of crime or safety of person or property.

Role of public in preventing-detecting crime and maintenance of order.

Community Policing - Concept of Community Contact Committee

401.2. The duties of the police in preventing crimes and prosecution of offenders cannot be completed without involving the public. They have to depend on the assistance and willing co-operation of the public. The public co-operation is needed in getting clues, in detection of

crimes, figuring as panch witnesses in investigation, and as witnesses for prosecution in courts. Besides this, their assistance is needed in curbing crimes, regulation of traffic, arresting illegal traffic in drugs, anti social activities, counterfeit currency, white collar offences, ragging, eve teasing, Human trafficking, atrocities on oppressed communities and multi-level marketing etc. In order to achieve full co-operation and co-ordination of the public, the concept of community policing has been introduced in the state during the year 2001. The Community Policing Programme aims at making the public and the police partners in the work relating to prevention of crime and maintenance of law and order and for ensuring free flow of traffic. It is proactive work by allowing ordinary citizen a voice in the police processes, in order to make society a safer place to live. It creates a positive shift in the role of police from "working against bad people" to "working with good people" in the society.

3. Objectives of Community Contact Committees :

a. To build confidence of public in police and reducing indifference towards police by making the citizens understand the challenges of policing

b. To empower the public and make them realize their responsibility for the safety and security of neighborhood.

c. To reduce the burden on the police by way of evolving an attitude of sharing responsibility among the citizens for individual and societal safety.

d. To promote awareness regarding crimes, generate new crime prevention strategies and motivate the public in assisting the police for combating crime.

e. To inculcate human values in the police and the public by facilitating closer police-public interaction and thereby bridging the gap.

f. To keep a closer watch on the anti-social elements and sharing information with police for better results.

g. For creating a comprehensive information network in villages/localities.

h. To create awareness among citizens regarding contemporary social issues and challenges in the society.

i. To create a faster response mechanism in times of emergency like traffic blockades, accident cases, queue management and crowd control and many other instances of such contingencies.

4. Community Policing- Community Contact Committees

Community policing with community protection officer.

i. The District Police Chief/ The Dy. Commissioner of Police/ Commissioner of Police shall constitute Community Contact Committees for each Police station, comprising the local residents of the areas as representatives of the community, to give general assistance to the Police in the discharge of their duty. Such civilian partner is called "Community Protection Officer" (CPO).

ii. The Community Contact Committees shall have a fair representation of all categories of the society including persons from service, retired uniform personnel, professional sectors, students, women and persons belonging to SC/ST communities under the jurisdiction of the Police station.

iii. No person who had been sentenced to imprisonment by a criminal court or who had been dismissed, removed, discharged or compulsorily retired from any employment on grounds of corruption, moral turpitude or misconduct in the previous five years shall be nominated as Community Protection officer or to be a member of the Community Contact Committee

iv. The Community Contact Committee shall identify the existing and emerging needs for Police services of common nature in the area which needs due consideration by Police and also to develop action plans for ensuring the security of the area or any part thereof.

v. The Community Contact Committee shall conduct felt-need analysis with the help of university students, short list priorities and focused areas. They may meet as often as may be required.

vi. The general public of that area may participate in the meetings of the Committee

vii. The Community Contact Committee shall encourage every citizen to bring to the notice of the Police, information about the offences occurred in their locality, the possibility for the occurrence of offences and about the 'bad' characters, rowdy elements etc.

viii. The Community Contact Committee formed with the Police officers and community protection officers may form sub-committees for any specific purpose or for particular areas or for the specific functions.

ix. The Community Contact Committee may formulate programmes for promoting security awareness, safety awareness, prevention of crimes and legal literacy etc.

x. Community Contact Committee shall not undertake themselves any lawful authority of Police force such as investigation of crimes or

maintenance of law and order. The community protection officer plays a supporting role.

xi. The DSP of the District Spl. Branch or ACP of city Spl. Branch or any other suitable Dy.SP/ACP may be nominated by the SP/CP by a written order to monitor the community contact committee's activities under the direct supervision of SP/CP.

Police-Community partnership is needed not only to ensure economic and social development but also to achieve global peace.

5. Other Duties of Community Contact Committees:

1. The main objectives of community contact committee are**:**

a. To meet the felt and expressed needs of small and varied groups of people in the community by actively involving them in the process.

b. To take proactive measures to prevent and detect crime by playing supporting role.

c. To provide personalized high quality service to the people at the decentralized level.

d. To ensure free flow of traffic in busy intersections of the towns/cities.

e. To assist local police in natural calamities or man-made disasters.

f. To take up legal education at Panchyat level along with para-legal volunteers of the AP State Legal Services Authority to spread legal awareness of rights and duties of people.

g. The Community Protection Officer should be ready to dedicate at least 15 to 30 hrs of his time in a month for supporting the processes public service delivery.

h. To assist village Police officer in pro-active policing.

6. Process of Community Contact Committee

2. The process of implementation of community policing can be explained in brief using the acronym CAMP in the following way:

CONSULTATION	: Consulting the members of the society on their felt needs and their priorities.
ADAPTATION	: Making changes in policing methods and using the most appropriate legal measures.
MOBILISATION	: Mobilizing the man power and material resources of the police and other governmental, non- governmental and community agencies

PROBLEM SOLVING : Actual participation in the work for eliminating the problem

7. Size and Composition :

Communtiy Contact Committees consisting of about 50 members of the local community shall be formed by all the SHOs of law and order police stations, CCS, Traffic PSs in the state for making them partners in police efforts broadly with the following composition. The SP/CP is at liberty to include any other category.

Senior Citizens	-	05%
Women	..	15%
Youth / Students	..	40%
Members of SC/ST	..	15%
Minorities	..	05%
Professionals and others	..	20%

8. Community Contact Committees

Traffic Police stations, wherever they exist independent of the law and order Police stations, shall form Traffic community contact committees consisting of various stake holders in matters relating to traffic management having a membership of around 50 citizens, to play supportive role in Enforcement, Education and Engineering.

9. Qualifications of Members

Every member of a Community Contact Committee should be

a. Respected members of the local community not involved in any criminal activity directly or indirectly

b. A person not involved in any political or social controversy

c. A person willing to voluntarily take up the cause of the community

d. A person willing to dedicate some time for the Police work.

10. The membership will be for 2 years. The SHOs shall

a. Maintain a register containing 1) Sl.No, 2) Full Name of the Community Protection Officer with father name, 3) Phone number and e-Mail address, 4) Address for correspondence, 5) Area of specialization, 6) Remarks.

b. Decision taken at every C.C meeting will be entered in a separate book "Community Policing-Minutes of the meeting"and 'time-lines'for accomplishing the felt-needs.

c. A General Diary entry shall be made when C.C meeting is held.

d. CPO (Community Protection Officer) identity card will be given duly signed by CI of Police/SDPO after observing the active role played by such CPO after 6 months gap and collected back as soon as the term is over to preclude misuse.

e. Any CPO trying to indulge in 'doing pairavi'or trying to misuse his position shall be forth with removed from the committee in the monthly meeting proceedings and his/her CPO card seized.

Note: Membership should be given after due verification of the antecedents of the willing citizens

Tenure

11. The tenure of members is normally 2 years. Each year during January the suitability of members should be reviewed and unsuitable members should be removed. The membership of suitable members should be continued for the remaining period of tenure. Useful members are eligible for further tenures.

Identity Cards

12. Photo-identity cards may be issued for all the willing Community contact committee Members, after 6 months watch period.

Area of Operation

13. Community Contact Committees shall be formed for local areas, where they generally face the same issues so that the committee members have common agenda to discuss and collaborate. As such in the rural areas Community Contact Committees should be formed village-wise where as in the urban areas the committees should be formed locality or colony wise.

Community Contact Committee Meetings

14. Community Contact Committee meetings should be held with the following guidelines in mind.

a. Meeting should be held in the villages in the rural areas and locality or colony-wise in the case of urban areas.

b. Every Community Contact Committee should meet at least once a month.

c. The Station House Officer should attend all the meetings and act as the moderator.

d. The proceedings of the meetings should be recorded in a permanent register.

Records

15. The following records shall be maintained covering Community Contact Committee program separately for each and every Community Contact Committee member.

a. Community contact committee Membership Register

b. Community Contact Committees Meeting Register with minute books.

Reports

16. Details covering the work done under Community Contact Committee program should be incorporated in the following reports submitted by various officers as indicated below.

a. Monthly Crime Reviews

b. Monthly Reports of SDPOs and other Senior Officers in the field.

Role of various Police Officers

17. The Unit Officers are responsible for organizing and monitoring the Community Contact Committee Programme regularly. The Station House Officer is responsible for setting up Community Contact Committees at the local and taking up various community policing activities with the active support of the local people. A Head Constable or a Constable shall act as the facilitator who should be in constant touch with the Community Contact members and attend to day-to-day matters relating to Community Contact Committees. All the supervisory officers should constantly guide and empower the SHOs in making the programme work successfully.

Co-ordination

18. Co-ordination with the other governmental and non-governmental agencies is the most important aspect if Community Contact Committee program has to succeed. As such SHOs, Inspectors, SDPOs and others including the Unit Officers should co-ordinate with other governmental and non-governmental functionaries broadly equal to their status and make the Community Contact Committee activities successful.

Rewards and Recognition

19. Rewards should be given liberally to all the police officers for organizing useful Community Contact Committee activities. Certificates of Recognition should be given to Community Contact Committee Members who do outstanding work, and due publicity

should be given through the media for all the Community Contact Committee activities.

Community contact committee manual :

20. For detailed guidelines "Community Contact Committee Manual" issued by the Director General of Police, AP may be referred.

Community Relations

402. One of the Unaited Nations Sustainable Development Goals, 2015 is to forge partnerships for achieving the 17 goals of UN. This envisages strengthening the means of implementation and revitalize the global partnerships for sustainable development which inturn envisages buinding community partnership. Community Relations of the Police department involve mainly working with various socio-economic groups such as children, women, youth, daliths, tribals, minorities etc. on matters relating to problems which have direct or indirect bearing on crime, law and order, traffic etc. such as:

1- A. Superstitions like Witchcraft, Sorcery, Black Magic, Female infanticide, Jogini and Devadasi Systems etc.

B. Problems of missing, run away and street children, back to school programme.

C. Alcoholism and Drunken driving

D. Harassment of women and Children.

E. Hazardous child labour/Bonded labour/Prevention of Child marriages.

F. Traffic accidents – Truama Care – Golden hour principles

G. Natural calamities – Relief and Rehabilitation

H. Recidivism – Counselling repeat offenders

I. Juvenile delinquency – Counselling and integration

J. Social boycott and other social evils like untouchability

K. Problems of victims of violence and accidents- Victim support

L. Suicide prevention.

M. Child prostitution prevention, detection, rescue, rehabilitation.

N. Drug addiction

O. Prevention of ragging in schools, Colleges.

P. Legal literacy

2. In order to solve such problems the Unit Officers may devise programme such as:

a. Back Home Project for missing and run away children in collaboration with Child Welfare Committees and Women and Child Welfare Dept.

b. Child and Police Project for children at risk

c. Propaganda at the village level against local superstitious practices

d. Family Counseling Centers relating to domestic harassment of women

e. De-addiction programme for alcohol and drug addicts

f. Sports activities for youth

g. Traffic awareness programme for High School and College students

h. Blood donation and Medical camps and AIDS awareness programme

i. Education and Skill – Development programmes for street and working children

j. Eye camps and First Aid training programme for vehicle drivers

k. Visit your Police Station – Know your Police programme.

3. The problems and programme listed above are not exhaustive. The unit officers and the field officers may organize community relations programme on monthly basis Sub-division wise. The help and collaboration of various governmental, non-governmental and community-based organizations, professional and trade associations may be taken in organizing such programme.

4. The concerned CsP/SsP/SsRP should be kept informed of all the Community Relations Programmes taken by the sub-ordinate officers so that they can guide the programmes wherever necessary. Conduct of Community Relations Programme should find mention in the monthly reports of SDPOs and Ss.P (vide PSO-53 of Chapter 3).

5. Expected outcomes: Overall reduction in Crime and Criminality. Safer environment to public at large. Safety of Women & Children in public places.

CHAPTER 20

Police Welfare, Grievance Redressal and Sports

Police Welfare

403 1. Policemen work in difficult and arduous circumstances. Long hours of duty for extended periods have an adverse impact on their health, apart from depriving them of normal comforts and consolations of family life. The families of policemen have to undergo several difficulties in matters of health, education, employment, residential accommodation etc., as also the uncertainties and unpredictable periods of work for which the policemen are deployed. The policemen are exposed to both physical and mental stress which takes a heavy toll not only in respect of their health but also their behaviour and conduct. The environment in which they have to work, the persons whom they come into contact and deal with, exposes them to many undesirable influences and temptations. The serious risk to life and bodily injury to which the policemen are exposed, on the call of duty, make the families vulnerable and insecure. The rigours of discipline and restriction on channels of expression to which other employees have access, underline the need for a sound, effective welfare policy and Programme for the police, apart from a responsive grievance redressal mechanism. Several welfare schemes, mechanism for grievances redressal and sports facilities have been instituted for policemen and their families.

Administration of Welfare Activities

2. The Welfare Division of the DGP Office functions under the control of the ADGP/IGP (Welfare) who reports directly to the DGP.

The welfare and other related activities for the police personnel and their family members are carried out under the auspices of the A.P. State Police Welfare Society, A.P. Policemen's Family Welfare Society, A.P. Police Employees Benevolent and Thrift Mutual Association (Bhadratha), A.P. Police Health Care and Family Welfare Trust (Arogya Bhadratha) and A.P. Police Employees Welfare Association. DGP holds the ex-officio position of Chairman / President for various societies / committees. All the committees/ boards/ trusts/ associations/ societies at the state level consist of such members as prescribed by the rules and by-laws made for the purpose in respect of each scheme. These committees/boards/trusts/associations/societies conduct their business as per by-laws and rules framed there under.

The A.P. Police Welfare Society (APPW Society) is a registered society since 1966 and was established under G.O.Ms.No.2733 Home Department dated 02-12-1958, Government of AP. A.P. Policemen's

Family Welfare Society was established in 1959 under the aegis of A.P.P.W. Society and has separate rules and by-laws. A.P.P.W. Society is also a registered body under A.P. Co-operative Societies Act.

Funds

404. The following funds have been constituted under the aegis of the society and these are managed professionally in accordance with the A.P.P.W. Society Rules, 1966 and such executive directions as issued by the Management Committee from time to time.

a. A.P. Police Welfare Fund

b. A.P. Police Education Fund

c. A.P. Police Widow Fund

d. A.P. Police Commemoration Day Flag Fund

A.P. Police Welfare Fund

1 A. The A.P. Police Welfare Fund is mainly funded by the periodical grants-in-aid received from the state government, as well as income generated from various sources like rental of police shopping complexes, donations / contributions from various organisations (which are accepted only with the permission of state government) etc.

B. The A.P. Police Welfare Fund is invested with various banks, financial institutions etc. in order to generate the maximum returns with security. The income so generated is used for extending interest free loans to the wards of non-gazetted police officers (i.e. below the rank of Inspector of Police and equivalent). Such loans are given for the marriage of daughter/son, self and dependent sister. The maximum limit of marriage loan is Rs.1.00 lakh (*) in the case of marriage of daughter; Rs.1.00 lakh/-(*) for the marriage of son; Rs.50,000/-(*) for self marriage of Men is Rs.75,000/- and self marriage of women is Rs.1.00 lakh and Rs.50,000/-* for marriage of dependent sister. The loan sanctions are in consonance with re-payment capacity of the individual officer. The loan will be recovered in appropriate instalments (without interest) which shall not be less than Rs.2,500/- in case of HC/PCs and Class IV staff and Rs.4,000/- in case of other officers.

Note :In addition, members of Bhadratha may avail marriage loan under A.P Police Department Bhadratha Employees Benevolent & Thrift Mutual Association (PSO No.406 E)

C. Interest free loans are also extended for meeting any emergent expenditure on any medical treatment. Such interest free medical loans to the extent of Rs.30,000/-(*) are given only if the officer or his dependent family members suffer from a disease of a grave nature and reimbursement facilities are not available/cannot be availed under

the Government rules or any other scheme of the Department such as Arogya Bhadratha Scheme. In certain grave situations, where the ailment is life-threatening and urgent surgical intervention is necessary, interest free advances are also extended, which are to be reimbursed in lump sum, on the receipt of reimbursement money by the officer. The medical loans are normally extended to the non-gazetted officers. However, in exceptional cases, medical advances may be given to other officers also. In rare case, where no other assistance is available medical loan not exceeding Rs.50,000/- may also be sanctioned.

D. Normally, only one type of loan is sanctioned at a time and therefore no request is entertained for a loan in case there is an outstanding loan from any welfare scheme.

E. The districts/units may also maintain Unit Welfare Fund, Corpus for which is provided by the A.P Police Welfare Fund or from the income derived from shopping complexes etc. The Superintendent of Police/ Commandant or Unit Officer may sanction interest free medical loan up to Rs.5,000/- in emergent cases. Such loan will be recovered in instalments of Rs.500/-. The Unit Officers are required to submit detailed annual awaited accounts to the Office of the IGP (Welfare) as per orders in force.

F. Apart from the loans mentioned above, there are number of other activities relating to welfare of the police personnel and their families, which are partially or completely funded from the Central Welfare Fund.

G. Liberal assistance may be given in the form of grant and loan for establishment of computer training institutes in collaboration with reputed and well established computer training companies, so that the children of the police personnel could acquire computer skills and related vocational qualifications recognised by the government.

H. The assistance is also provided for construction of the police rest houses for the non-gazetted police personnel at district headquarters. One such rest house by name “Suvidha Rest House” is being run at Hyderabad. A nominal charge may be collected from the visiting police personnel to meet the recurring expenditure towards maintenance and upkeep.

I. Refundable interest free loans are also provided for establishing LPG godowns, co-operative stores at district / battalion headquarters. From time to time, certain assistance may also be provided for arranging medical camps for the police personnel and their family members.

A.P. Police Education Fund

404-2 A

Category	Existing Contribution	Enhanced Contribution
PCs upto ASIs/Ministerial Staff upto to the rank of Senior Assistants and equivalent ranks/Class IV	Rs.10	Rs. 20
SIs/CIs/Superintendents and equivalent ranks	Rs.20	Rs. 30

B. Grant of MERIT Scholarship to Police Children

(Source : Rc.No.547/V2/2006 of o/o DGP, AP, Hyderabad dt.15.07.2013)

Name of the Course	Eligible % of marks	Revised Scholarship
SSC	75 % - 79%	Rs.3,000/-
	80% - 89%	Rs.4,000/-
	90% - 100 %	Rs.5,000/-
Inter/Degree/PG	75 % - 79%	Rs.4,000/-
	80% - 89%	Rs.5,000/-
	90% - 100 %	Rs.6,000/-
Professional Courses (BCA/ BE/ BBA/ MBA/MCA/ B.Pharm / M.Pharm)	60%-74%	Rs.5,000/-
	75% - 79%	Rs.7,000/-
	80% - 89%	Rs.9,000/-
	90%-100%	Rs.12,000/-
Chartered Accountant / Indian Cost works Accountant/ Company Secretary/ Bachelor of Journalism	50%-59%	Rs.5,000/-
	60% & above	Rs.8,000/-
MBBS/BHMS/BAMS/BDS/ Physiotherapy	65% - 79%	Rs.6,000/-
	80 % & above	Rs.10,000/-

(*) The amount of loans/grants/subscription/contribution may change from time to time.

C. Grant of MERITORIOUS Scholarships to Police Children

Sl. No	Name of examination	No.of students eligible now	Revised Meritorious Scholarship
A	B	C	D
1	IIT (Engg)	2	Rs.45,000/-
2	AIEEE (Engg)	1	Rs.27,500/-
3	EAMCET (Engg)	2	Rs.13,100/-
4	ICET (MBA)	1	Rs.22,000/-
5	ICET (MCA)	1	Rs.20,500/-
6	AIIMS/JIPMER/PIGMER (Medical)	2	Rs.40,000/-
7	EAMCET (Medical)	4	Rs.30,000/-
8	GATE (Engg)	1	Rs.25,000/-
9	CAT	1	Rs.25,000/-
10	BITS (Engg)	2	Rs.30,000/-
11	LAWCET	1	Rs.30,000/-
	Total	18	

404.D. Selection Criteria :

If no eligible candidate is available in the IIT quota, those vacancies will be transferred to AIEEE. In case of non-availability of any candidate in the AIEEE quota the vacancy will be transferred to EAMCET (Engineering) category. In case of non-availability of candidates either in the EAMCET or AIEEE quota the same will be mutually transferred. In case of non-availability of MBA candidate the vacancy will be transferred to MCA category and in case no candidate is available in either MBA or MCA quota the same will be mutually transferred. The new courses included i.e, GATE/CAT/BITS/ LAWCET are not transferrable (i.e, in case of non-availability of candidate in any of these courses, the vacancy will not be transferred to another course).

(Source : Rc.No.665/V2/2011 of o/o DGP, AP, Hyderabad dt.15.07.2013)

E. However, children are not eligible for any grant in case there is long term coaching discontinuity and compartmental pass / gap in the studies, the gap period of one year is condoned for the children who join long term professional courses after 10+2 course / Intermediate / Graduation through EAMCET/CAT or similar entrance examinations for various professional courses.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

F. The maximum limit of interest free Education loan amount will be Rs.20,000/-(*) as per Circular Memo Rc. No.36/V4/2015, dt:05-05-2014 of Chief Office.

404. 3. Two "Police Boys Hostels" are being run to provide free boarding, lodging facilities, educational facilities in the local schools for the orphan police children at Guntur and Nellore. The entire expenditure of running these hostels is met by the Education Fund. The admission to these hostels is restricted to the children of deceased non-gazetted police personnel in the age group of 8 – 18 years.

404.4. THE ANDHRA PRADESH POLICE BOYS HOSTELS RULES, 1973

1. These rules shall be known as the Andhra Pradesh Police Boys, Hostel Rules.

2. Aim and Object :

The primary idea of having the Police Boys Hostel in Hyderabad City and elsewhere is to properly look after and bring up the helpless and orphaned sons of Policemen. Besides giving them facilities of free boarding and lodging, the boys will get admitted in the School situated close to the Hostels so that they may receive proper education. The facilities will be provided only till the boy completes 21 years or passes the Post Graduation whichever is earlier.

A.P. Police Widow Fund

4 A. The A.P. Police Widow Fund, managed by A.P.P.W. Society, is also made up by subscriptions received from the police officers. The monthly subscription by various non-gazetted officers is as follows :-

i) PCs/HCs/ASIs/ARSIs/ Rs. 20/-(*)

Attenders /Record Assts/J.As etc.

ii) SIs/RSIs/Inspectors/RIs/Sr. Assts/ Rs. 30/-(*)

Office Supdts. etc.

B. The Widow Fund thus collected is retained to the extent of Rs.10,000/- by the concerned unit and the remaining amount is deposited with the Welfare Division of DGP office.

C. Apart from the above subscription, the non-gazetted police officers also make a one time contribution of Rs.500/- at the time of recruitment, which is sent to the Welfare Division of DGP office.

D. The widows of the non-gazetted police officers are given a one-time grant of Rs.500/-(*) which is sanctioned by the Unit Officer. In addition to the above lump sum grant, the widows of non-gazetted police

(*) The amount of loans/grants/subscription/contribution may change from time to time.

officers, who expire in harness are given a lump sum corpus amount of Rs.40, 000/-. However, an additional corpus amount of Rs.80, 000/- is paid if death happens to be due to a violence of extremists.

A.P. Police Commemoration Day Flag Fund

G.O.Ms.No.158, dt.5-7-2007, of the Home (WNT) Department, Govt of AP communicated vide C.O. Endt.No.45/X/2007 dt.13-7-2007. G.O.Ms.No.352, dt.8-12-2008, of the Home (WNT) Department, Govt of AP.

5. On the occasion of Commemoration Day observed on 21st October of each year, commemoration day flag stickers are sold to the general public @ Rs.10/-(*) as voluntary contribution for each flag sticker. The fund so generated is used for extending assistance to the families of deceased Police personnel for Medicare and educational need of minor children. The funds could also be used for similar benefits for in-service personnel and their families in emergent situations. The districts may also be permitted to retain part of the collections made on the sale of flag stickers and the amount could be used by the Superintendents of Police for the purpose of extending small interest free loans / assistance in cases of grave medical emergencies for the deceased police personnel staying in their jurisdiction and in-service personnel and their families.

The Flag fund will be known as "THE ANDHRA PRADSH POLICE COMMEMMORATION FLAG DAY FUND".

Aims and Objectives:

October 21st of every year is declared as "Police Martyrs Day" and the Nation Pay homage to bereaved Policemen who laid down their lives in the service of the Nation. The main aim of this fund is to provide assistance to the families of the following :

(a) The Police personnel who are injured on duty while in service,

(b) Dependents of the Police personnel, who are injured on duty while in service,

(c) Dependents of deceased Police personnel who expired while in service,

(d) The benefits to the dependent children shall be provided only upto the age of (24) yrs only.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

404.6 Financial Assistance on Education front to the Children of Injured/Deceased Police/Ministerial Staff

1. Sanction of scholarships to the students is one of the welfare measure aimed at their educational upliftment who are in actual need.

a) Conditions of eligibility :

i. The scholarships are available for studies in India only.

ii. The scholarships are open to National of India.

iii. The scholarships (Tuition fee) will be sanctioned for the studies from Class-I to Post graduation courses in all recognized institutions (Government and private)

iv. Scholarships are not awarded for training courses like Aircraft Maintenance Engineers and Private Pilot license Courses at training-Ship Dufferin courses of training at the Military College, Dehradun courses at Pre-examination Training centers of All India and State levels and Trade courses at the Industrial Training Institute.

v. The candidates who have passed the SSC or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education, will be eligible.

vi. Candidates who after passing one stage of education are studying in the same stage of education in different subject eg., B.Sc., after B.A or B.Com: B.A or M.A in other subject will not be eligible.

vii. Students pursuing Post-Graduate Courses in medicine will be eligible, if they are not allowed to practice during the period of their course.

viii. Employed students who take leave without pay for the entire duration of the course and study as full time students will be eligible for scholarships.

"Employed students whose income combined with the income of their parents/guardians does not exceed the maximum prescribed income ceiling are made eligible to Post SSC scholarships to the extent of reimbursement of all compulsorily payable non-refundable fees."

ix. All children of the same parents/guardians will be entitled to receive benefits of the scheme. However the scholarships should not exceed for three children per family per year and priority should be given to graduate students.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

x. Those children who have drawn similar benefits from any other Government Service, Union, Trust etc. will not be eligible for any financial assistance from this fund.

b)	**Income ceiling limit of Parents/Guardians per annum**	**Scholarship eligibility towards maintenance allowance and fees**
	Rs.38,220/- (Non professional courses)	Full maintenance allowance and full fees in all Govt. Schools/ Colleges and Universities (Non professional Courses)
	Rs.50,920/- (Professional courses)	Full maintenance allowance and full fees for Courses viz.Medicine, Engg., B.Sc (Agri), BVSc., in all Government Schools/ Colleges and Universities. In respect of Private/Aided institutions, free reimbursement shall be made subject to limitation @ fee charged in Government institutions /Universities.

c) Value of Scholarship

The value of scholarship includes maintenance allowance provision for students with disabilities, reimbursement of compulsory non-refundable fees, Study Tour Charges, Thesis typing/Printing Charges and book allowance for students pursuing correspondence courses for complete duration for the course.

d) (a) **Maintenance Allowance**

(i) Professional and Post Graduates	Rs.925/- pm (Hostlers)	Rs.440/- (Day Scholars)
(ii) Graduates	Rs.700/- pm (Hostlers)	Rs.440/- (Day Scholars)
(iii) Intermediate	Rs.700/- pm (Hostlers)	Rs.440/- (Day Scholars)

1. Provided the student is not in receipt of any other scholarship or financial assistance from Government of Andhra Pradesh/Government of India.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

2. Ensure proposed increase in consistent with the norms of Social Welfare Department.

(b) Provided no demand is made on State budget.

e) Fees :

Scholars will be paid enrolment/registration, tuition, games, library, magazine and such other fees compulsorily payable by the scholar to the institution or University. Refundable deposit like caution money, security deposit will, however be excluded.

f) Study Tours :

Study tour charges upto a maximum of Rs.500/- per annum, limited to the actual expenditure incurred by the student on transportation charges, etc. will be paid to the scholars studying professional and technical courses for the scholar for completion of his/her course of study.

g) Thesis Typing/Printing Charges :

Thesis typing/Printing Charges upto a maximum of Rs.600/- will be paid to research students on the recommendation of the Head of Institution.

h) Correspondence Courses including distance and continuing education

1. The students pursuing such courses are eligible for an annual allowance for Rs.500/- for essential/prescribed books besides reimbursement of course fees.
2. To purchase or to otherwise to acquire or taken on lease on hire in the State of Andhra Pradesh or outside temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the object of the fund.
3. To invest, borrow and deal with funds and money of fund to vary, alter or to transpose such investments from time to time for the well being of the fund
4. To rehabilitate police personnel injured in accidents, violence, in discharge of their duties. ('Rehabilitation' in terms of physical rehabilitation such as providing artificial limbs, hearing aids and any other item not covered by Government Medical Reimbursement)

5. **Financial Powers**

The President (DGP, AP) or Secretary (ADG/IG, Welfare) shall have the powers of sanction of all current expenditure and such sanctions shall be ratified by the Committee. No Government Funds shall be directed into the Flag Day Fund.

6. **By-laws**

The Government will have the powers to frame and issue necessary By laws without prejudice to the generality of the foregoing rules.

Additional Rules (Amended rules as per G.O.Ms.No.138, dt.19.5.2013, of the Home (WNT) Dept, Government of Andhra Pradesh, with reference to old GO.Ms.158, dt.5.7.2007, of the Home (WNT) Dept, Govt. of AP,

a. To maintain (2) orphan Police Boys Hostels running at Guntur and Nellore. The tuition fee expenditure towards clothing and boarding of inmates will be paid from the flag fund (Rule 8-IX)

b. To sanction marriage grant of Rs.50,000/- upto two daughters in each family of Police personnel, who had died or was medically invalidated due to the injuries sustained, while on duty and in service. (Rule 8-X)

c. Sanction of Rs.12,000/- per annum staying in 2 Police Boys Hostels at Guntur and Nellore towards tuition fee for Class-I to XII (Intermediate) from the central flag fund (Rule 8-XI)

d. Sanction of Rs.5,000/- towards incidental charges from the Unit flag fund to the family of the deceased Police Personnel upto the rank of HC/ASI for any kind of death while in service (Rule 8-XII)

Ex-gratia

405.1. In addition to the above mentioned welfare measures, the government has introduced other benefits for the families of police personnel killed by extremists / anti-social elements and while on official duties. The disbursal of benefits granted under these government schemes are also overseen by the Welfare Division of DGP Office. The salient features of this scheme are as follows:

A. Under the provisions of GO Rt. No. 191 dated 27.05.2014 of General Administration (SC-A) Department, the legal heirs of Police Constables, Head Constables and Sub Inspectors and other corresponding executive ranks are entitled for an ex-gratia of Rs. 25 lakhs if they are killed by extremists/anti-social elements, in addition

(*) The amount of loans/grants/subscription/contribution may change from time to time.

to other benefits as provided in G.O.Ms.30 of GA (SCC) Dept., dated 01-02-1996, Govt of AP.

The officers of the rank of Inspector and above are entitled for an ex-gratia of Rs.30.00 lakhs. Under the provision of the same GO Rt.No.191, dt.27-5-2014, compensation is also payable to police personnel of various ranks to the tune of Rs.10.00 lakhs if the injuries sustained result in permanent incapacitation. A compensation of Rs.3.00 lakhs is payable if such injuries are grievous in nature.

B. In terms of GO Ms.No.209 dated 24.5.1997 of General Administration (SCC) Department, the District Superintendents are authorised to sanction ex-gratia to the families of deceased police personnel within a period of 10 days from the occurrence of incident, in relaxation of treasury control orders and also in relaxation of instructions issued from time to time freezing the funds.

C. Apart from the above provisions, the legal heirs of police officers, who expire due to an accident during the performance of their official duties are entitled for an ex-gratia amount of Rs.1.00 lakh under the provisions of GO Ms.No.248 dated 12.10.2007 of Finance (ADMN.II) Department.

D. Enhancement of Ex-gratia payment to the Polling personnel in the event of death or injury. (other than Police Officers)

1. G.O.Ms.No.345 GA (Elections-B) Dept. dt.7-7-2009 of Govt of AP
2. G.O.Ms.No.661 Genl Admn (Elections-B) Dept dt.22.11-2010 of Govt of AP

Government Orders with regard to Ex-gratia payment to **Police personnel** etc.

E. Ex-gratia payment to Police Personnel/Civilians died in Extremist/ Terrorist violence.

The Govt of Andhra Pradesh vide G.O.Rt.No.191,Genl Admn (SC.A) Dept dt.27-5-2014, Govt. of AP has enhanced the existing exgratia amount enhancing compensation/ex-gratia amount to the families of Police personnel/Civilians/MLAs/MLCs/Sarpanches etc died/ permanent incapacitation/grievous hurt in extremist/terrorist violence.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

Sl. No.	Category of Beneficiaries	In case of death in extremist/terrorist violence		In case of permanent incapacitation in extremist/ terrorist violence		In case of grevious hurt in extremist/ terrorist violence	
		Existing	**Revised**	**Existing**	**Revised**	**Existing**	**Revised**
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Non Officials						
	a) MPs, MLAs, MLCs, ZP Chairpersons	Rs.15.00 lakhs	Rs. 35.00 lakhs	Rs. 3.00 lakhs	Rs. 10.00 lakhs	Rs. 1.00 lakhs	Rs. 3.00 lakhs
	b) MPP Presidents, ZPTC Members, Chairpersons of DCC Banks, DCMs., Municipal Corporations and Committees	Rs.10.00 lakhs	Rs. 25.00 lakhs	Rs.3.00 lakhs	Rs. 10.00 lakhs	Rs.1.00 lakhs	Rs. 2.00 lakhs
	c) Sarpanches MPTC Members, Chair persons of PACs., Ward Members of Municipal Corporations & Committees	Rs. 7.50 lakhs		Rs. 3.00 lakhs		Rs. 1.00 lakhs	
2	Civilians	Rs.5.00 lakhs	Rs.10.00 lakhs	Rs.3.00 lakhs	Rs.10.00 lakhs	Rs.1.00 lakhs	Rs.2.00 lakhs
3	Police Officials & Officials of other Departments						
	P.C and upto the rank of SI & equivalent ranks of Civil Servants in other Depts	Rs.9.00 lakhs	Rs.25.00 lakhs	Rs.3.60 lakhs	Rs.10.00 lakhs	Rs.2.40 lakhs	Rs.3.00 lakhs
	Inspectors & above ranks & equivalent ranks of Civil Servants in other Depts.	Rs.12.00	Rs.30.00	Rs.3.60	Rs.10.00	Rs.2.40	Rs.3.00

F. The expenditure shall be debited to "2235, Social Security and Welfare – (60) other Social Security and Welfare Programmes – MH.200. other Programmes – SH(11). Other exgratia relief – 310. Grants-in-aid – 312. Other grants-in-aid" and shall be met from the provision made in Budget Estimates.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

405. 1G Govt. Orders of AP - Financial Assistance - ex-gratia etc.

Sl. No.	Govt. Orders of AP	Content
1	G.O.Rt.No.191 of GAD (SC-A) Department, dt. 27-05-2014	Further enhancement of compensation/ex-gratia amount to the families of Police personnel/civilians/MLAs,MLCs, Sarpanches etc., died / permanent incapacitation/grievous hurt in extremist/terrorist violence – Orders- Issed.
2	G.O.Ms.No.649 of GAD (SC-A) Department, dt. 9-11-2010	Terrorist violence – Grant of financial assistance of and other benefits of the victims of Terrorist attacks – Orders – Issued.
3	G.O.Ms.No.55 of Higher Education (EC.2) Department dt.08-07-2009	Admission into Engineering Colleges – Priorities in respect of "other categories" and for children of Army Personnels (C.A.P) – Amendment – Orders- Issued.
4	G.O.Ms.No.510 of GAD (SC.A) Department Dt. 12-08-2008	Grant of financial assistance and other benefits to families of Police Personnel / Government Officials of other departments who are killed by Naxalites - Orders - Modified.
5	G.O.Rt.No.248 of Finance (Admn.II) Department dt. 12-10-2007	Payment of Ex-gratia amount of Rs.1.00 lakhs to the legal heir of Government employees who met with accidental deaths while performing the Official duties-Consolidated Orders-Issued.
6	G.O.Rt.No.3920 of GAD (SC-A) Dept Dt. 7-7-2007	Exgratia in lieu of compassionate appointment to the dependents of Police personnel and Government officials of other departments who are killed in extremist violence – Enhancement to Rs.1 lakh – Orders – Issued.
7	G.O.Ms.No.265 of Home (WNT) Dept. dt. 30-10-2006	Medical expenses under the scheme of widows of deceased Police personnel who died in extremist violence – Orders – Issued.
8	G.O.Ms.No.595 of GAD (SC.A/A1) Dept. dt. 20-10-2006	Revision of last pay drawn by the deceased Police personnel who lost their lives in the extremist violence, on par with in service Government servants – Orders- Issued.
9	G.O.Ms.No.166 of GAD (Ser-C) Dept. dt. 21-03-2005	Compassionate appointment exgratia in lieu of Compassionate appointment to the dependents of deceased Government Employees - Enhancement of Exgratia amounts - Orders - Issued.
10	G.O.Ms.No.10 of Education (PROG-I) Dept. dt. 16-01-2004	Providing free education facilities to children of the victims of extremists/ Anti – Social elements in A.P. Residential Educational Institutes- Orders- Issued.
11	G.O.Ms.No.348 of GAD (SC.A) Dept dt.12-11-2003	Grant of financial assistance and other benefits to families of Police personnel/ Government officials of other departments killed by extremists / Anti Social elements – Enhancement of exgratia amounts and payment of compensation for permanent incapacitation and grievous hurt- Issued.
12	G.O.Ms.No.112 of GAD (SC-A) Department Dt. 08-03-2003	Extension of benefits of ex-gratia to the personnel of Central Para Military Forces (CPMF, covering CRPF, CISF, BSF & NSG etc) killed by extremists while on deployment in the state of Andhra Pradesh on par with State Police force-Orders - Issued.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

Sl. No.	Govt Orders of AP	Content
13	G.O.Ms.No.443 of GAD (SC-C) Dept. dt. 28-10-2002	Permitting application for appointment in Government service by minor children of Government servants killed in extremist violence till 1 year of their attaining majority-Orders-Issued.
14	G.O.Ms.No.209 of GAD (SC-C) Dept dt. 24-05-1997	Grant of financial assistance and other benefits to families of Police personnel/ Government officials of other departments killed by extremists / Anti Social elements – Sanction of exgratia amount – Certain Instructions.
15	G.O.Ms.No.155 of GAD (SC-C) Dept. dt. 11-04-1997	Grant of financial assistance and other benefits to the families of Police personnel/ Government officials of other departments killed by Naxalites / Anti Social elements – Certain Guidelines regarding assignment of HOUSE SITES – Issued.
16	G.O.Ms.No.30 of GAD (SC-C) Dept. dt. 01-02-1996	Grant of financial assistance and other benefits to families of Police personnel/ Government officials of other departments who are killed by Naxalites / Anti Social elements - Orders Issued.
17	G.O.Ms.No.96 of GAD (Pol-C) Dept dt. 17-03-1993	Appointment of dependants of the deceased Police personnel killed in action upto the level of Sub-Inspector of Police – Delegation of powers to DG & IG of Police, AP to make appointments not exceeding 5 in a year per district – Orders – Issued.
		Circular Memos
1	Circular Memo Rc.No.800/V1/2011 of O/o DGP, AP, Hyd. Dt.14-10-2011	Sanction of accidental Ex-gratia amount to legal heir of deceased Police personnel – Guidelines- Issued.
2	Memo No. VI-2501/6/88-GPA.II, Government of India / Bharat Sarkar, Ministry of Home Affairs / Grih Mantralaya dt.29-03-88	Issue of Identity cards to the widows of Policemen killed in action against terrorists and extremists to avail train fare concession for travelling in second class.

Group Personnel Accident Insurance Policy

405. 2A. The Group Personnel Accident Insurance Scheme is introduced by the Government of AP for all Police personnel covers unnatural deaths/ injuries due to violence, anti-naxalite, Anti-Terrorist and anti-dacoity operations, tackling anti-social activities, accidents, snake bites and practically covers all the risks to which force is exposed round the clock. In terms of the orders issued by the Government in GO

(*) The amount of loans/grants/subscription/contribution may change from time to time.

Ms.No.1666 dated 30.09.2009 of Home (Pol.B) Department; the Government pays the entire premium for Group Personnel Accident Insurance Policy. The sum assured in terms of this Insurance Policy is as follows :-

a.	Police Constables / Head Constables/ ARSIs/ASIs & other corresponding rank	Rs. 5.00 lakh
b.	SIs/Inspectors/RSIs/RIs and other corresponding ranks	Rs. 10.00 lakhs
c.	Deputy Superintendents of Police/ Assistant Commandant and other corresponding ranks	Rs. 15.00 lakhs
d.	All IPS officers borne on the cadre of Andhra Pradesh and all other officers of the rank of Additional Superintendent of Police and above	Rs. 25.00 lakhs
e.	Personnel of Central Police Organisation irrespective of their rank	Rs. 5.00 lakh

2B. The officers who receive injuries leading to total / partial disablement are also entitled for 100% and 50% of the sum assured as per the conditions of the Group Personnel Accident Insurance Policy.

i. Educational aid for two children below 25 years @ Rs.5,000/- each in case of one child and Rs.10,000/- in case of two children	Rs.10,000/-
ii. Transport charges for the dead body to the place of residence of the deceased	Rs.500/- to Rs.5000/- (maximum)

2C. Group Personnel Accident Insurance to Home Guards of Andhra Pradesh

Government vide G.O.Ms.No.162,Home (Services III) Dept., dt.16-12-2014, Govt. of AP have accorded sanction for extending the coverage of Group Personnel Accident Insurance Policy to all the Home Guards on rolls on par with the Police Personnel with effect from the financial year 2014-15, with the following benefits:-

1. Death Claim - Rs.2.50 lakh
2. Permanent incapacitation - 100 % of sum assured.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

3. Partial Injuries	-	% of compensation as assessed by a panel of doctors including the Police Medical Officer and the panel doctor of Insurance Company.

Ex-gratia to Home Guards :

Government vide the G.O.Ms.No.174, dt.12/07/2007 of the Home (WNT) Department, Govt. of AP, have accorded sanction of Ex-gratia relief to Home Guards who are the victims of extremist/anti social elements violence as follows:

1.	In case of Death of Home Guard	-	Rs.5.00 lakhs
2.	Permanent incapacitation	-	Rs.2.00 lakhs.
3.	Grievous Hurt	-	Rs.0.75 lakhs

The expenditure shall be debited to "2070-other administrative services-107-Home Guards 04-HQHGO-310 Grants-in-aid/312 other than Grants-in-aid".

Bhadratha Scheme and Arogya Bhadratha scheme

406.1A. A comprehensive social security scheme, called "BHADRATHA" was introduced w.e.f 01-03-1997 with approval of the government vide Govt. Memo. No. IS-850/Pol.A1/97-1 dated 28-2-1997 of Home Department, which aims to provide substantial financial relief to the families of the employees who die in harness. The scheme also provides financial relief to the employees who are permanently disabled or partially disabled due to accident or disease. All these benefits are available out of corpus made up by a uniform monthly subscription, fixed by the Board, irrespective of the age of the employee.

B. The by-laws of the Association are registered under the AP (Telangana Area) Public Societies Registration Act and the scheme is managed by a Managing Committee, whose members are nominated by DGP (HoPF), who functions as its ex-officio Chairman. A general body consisting of representatives from all the units is nominated by the Chairman. The term of both the Managing Committee and the General Body is for a period of three years.

C. Rs.800/- refundable deduction per month in respect of PCs to ASI and Rs.1,600/- for officers of the rank of SIs and above vide C.No.BBT/MCM(1)/2015-16, Dt.30-11-2015 of Andhra Pradesh

(*) The amount of loans/grants/subscription/contribution may change from time to time.

Police Department Bhadratha Employees Benevolent & Thrift Mutual Association.

D. The scheme presently collects a monthly subscription of Rs. 800 /-(*) from last grade employees to Asst. Sub-Inspector and Rs.1,600/-(*) from Sub-Inspector to DGP. The scheme covers all the employees of Police Department including Ministerial and last grade employees. The nominee (family member only) of the employee who dies while in service is paid Rs.1,00,000/- in case of subscription of Rs.100/- and Rs.2,00,000/- in case of subscription of Rs.200/-. An additional Ex-gratia Rs.15, 000/- is also paid in case of un-natural death other than suicide. The entire subscription of the employee is also returned to the member on retirement / family members in the event of his / her death. An ex-gratia of Rs.15, 000/- is also paid to a member who sustains total permanent disability, (only after becoming the member) i.e., loss of two limbs either upper or lower, both eyes and total vision loss in both eyes. An ex-gratia of Rs.7,500/- is payable in case the member sustains partial permanent disablement i.e. loss of one limb either lower or upper, or an eye as a result of an accident or disease.

406-E : Extension of the medical facilities to the dependent parents of the AP State Police personnel, Members of Arogya Bhadratha Scheme w.e.f. 9.12.2016 vide G.O.Ms. No. 133 Home (Services-IV) Dept. pursuant to the letter of DGP AP Lr. No. ABS/24/2015 of dt. 16-2-2015

E. The scheme also provides loans at an attractive rate of interest for purchase of a house site, ready built house/flat, or construction of house. The loans also given for purchase of personal computers, Marriage loans. The following enhanced loan limits mentioned below come into force w.e.f 01/01/2016.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

F. (i) HOUSE BUILDING ADVANCE :

Cadre of the Employee	For Purchase of Plot		For Construction / RBH / RBF	
	Existing Loan Limit	Enhanced Loan Limit	Existing Loan Limit	Enhanced Loan Limit
Lower Grade Employees	3,00,000	5,00,000	6,00,000	8,00,000
HCs & PCs	5,00,000	7,00,000	10,00,000	15,00,000
ASIs/ARSIs	5,00,000	7,00,000	12,00,000	15,00,000
SIs/CIs & equal cadres	7,00,000	9,00,000	13,00,000	17,00,000
DSP & above cadre	9,00,000	11,00,000	17,00,000	20,00,000

F. (ii) PERSONAL LOANS :

Cadre of the Employee	For Domestic purpose	
	Existing Loan Limit	Enhanced Loan Limit
Lower grade employees	80,000	1,00,000
PCs & JAs	1,00,000	1,50,000
HCs, ASIs, ARSIs & SAs	1,20,000	1,50,000
SIs and above cadres	2,00,000	2,50,000

F. (iii) MARRIAGE LOAN :

Cadre of the Employee	For Daughter's Marriage		For Son's Marriage	
	Existing Loan Limit	Enhanced Loan Limit	Existing Loan Limit	Enhanced Loan Limit
For all Cadres	3,00,000	4,00,000	Nil	3,00,000

The minimum left over service of the member, who intends to avail the Personal loan, other than Educational loan for studying abroad, from Bhadratha, has been reduced from 5 years to 3 years. The conditions regarding clearing the loan at least six months before the due date of superannuation and having minimum 1/3rd of salary as the carry-home salary after deduction of all dues/EMIs remain unchanged.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

(i) Education loan: Educational loan limit is enhanced from Rs.10,00,000/- to Rs.15,00,000/- for children of members going abroad for higher studies.

G. EX-GRATIA :

Cadre of the Employee	For Natural Deaths		For Accidental Deaths	
	Existing Limit	Enhaced Limit	Existing Limit	Enhaced Limit
Lower Grade Employees to ASI & equivalent Cadres	2,00,000	4,00,000	4,00,000	8,00,000
SI to DGP & equivalent Cadres	4,00,000	8,00,000	8,00,000	16,00,000

H. Enhancement of Ex-gratia payment to the Polling personnel in the event of death or injury. (other than Police Officers)

1. GO.Ms.No.345 GA (Elections-B) Dept dt.7-7-2009 of Govt. of AP
2. G.O.Ms.No.661 Genl Admn (Elections-B) Dept dt.22-11-2010 of Govt. of AP

Govt. Orders with regard to **Ex-gratia payment to Police personnel** etc.

Arogya Bhadratha Scheme

406.2A. The Arogya Bhadratha Scheme - a self group health insurance scheme has been introduced to take care of serious ailments/medical conditions of police personnel and dependent family members including those on deputation with other Departments. The scheme started functioning from 15-01-1999 as per government approval granted vide G.O.Ms.No. 345, Home (Pol-A) Department dt. 27-11-1998, Govt of AP read with Circular memo No.27/ABS/2003 dt.20-9-2003.

B. The scheme is managed by Trust Board consisting of eleven members of whom the DGP is the permanent Trustee and ex-officio Chairman. Inspector General of Police (Welfare) function as Vice-Chairman for the scheme. The term of nominated trustees is two years and they continue in office till the Chairman nominates new trustees.

C. The Trust Board also appoints a Secretary who is responsible for administration of the trust and to look after the various aspects of financial management such as keeping accounts of subscriptions/ reimbursement of money and other funds received, maintaining bank accounts, making investments, releasing payments to the hospitals etc.

(*) The amount of loans/grants/subscription/contribution may change from time to time.

D. All categories of employees working in A.P. Police Department on regular basis are eligible to become members of the scheme on payment of a monthly subscription amount, which is Rupees 90/- upto rank of SIs and Rs.120/- from Inspectors to DGP rank. Each member is provided with Identity Card duly affixing stamp size photograph of him and his / her family members.

E. The Age of Arogya Bhadratha member is enhanced from 24 to 25 for un married daughters and Sons and the sons and daughters who are above 18 years of age must enclose a dependant certificate (Cir. Memo No.11/ABS/2010, dt.7-8-2010 of DGP, AP)

F. The Arogya Bhadratha Trust ordinarily obtains funds from the following sources:

   a. Monthly subscription from the members.

   b. Government re-imbursement of the individual members medical expenses.

   c. Grant-in-aid from the Central Welfare Fund of A.P. Police Department.

   d. Donations, Charities and grants from the States/Union Govts./ Local bodies/ Associations etc.

   e. On any other miscellaneous revenue.

G. The scheme is essentially designed to provide in-patient / out-patient treatment in serious ailments / medical conditions identified and notified by the Board Trust from time to time. The scheme is neither designed nor intended to provide an all round health care to policemen and their families. The scheme does not envisage referring members for general check up, routine investigations, diagnostic tests, treatment of common ailments, etc.

H. The scheme identifies number of super speciality / single speciality hospitals and these are accredited for the purpose of extending medical treatment to the member employees and their family members. The payment to these hospitals is made as per agreed tariff, which is normally not more than what is charged by Nizam Institute of Medical Sciences (NIMS). The scheme authorises the Unit Officers to refer the patients to accredited hospitals in terms of G.O.Ms.No.65 dated 16.2.2001, Health, Medical and Family Welfare (K1) Department, Govt of AP and as per laid down norms by the scheme. The secretary of the scheme has also been authorized to claim reimbursement on

(*) The amount of loans/grants/subscription/contribution may change from time to time.

behalf of the employees for the treatment carried out under the scheme and credit such re-imbursement amount to the scheme. The employees are required to submit an undertaking in the prescribed pro-forma before taking advantage of the treatment that they would not file claim for reimbursement.

Note: Bhadrata and Arogya Bhadrata schemes are run by police department as in house schemes for police welfare. These are not government schemes.

I. The ceiling limit for medical expenditure for a family in a financial year is enhanced to Rs.8 lakhs (Cir.Memo.31/ABS/2003, dt.28-1-2004 of DGP, AP)

J. Rs.10,000/- (Rupees Ten thousand Only) is collected towards registration cum inspection fees from the hospitals who submit application for empanelment under ABS. (Cir. Memo No.10/ABS/ 2012, dt.5-7-2012 of DGP, AP)

Processing of Retd. Police Officers Bills

Retired Police Officers medical bills for reimbursement shall be processed at the concerned Districts / Commissionerates by the concerned SsP / CsP duly following the procedure laid down and forward the same to DGP Office for sanction.

S. No.	DISTRICT	HOSPITAL NAME
1	ANANTAPUR	Asha Hospitals, Court Road, Ananthapur
2		Dr.Akbar Eye Hospital & Laser Centre, 6th Cross Sainagar, Ananthapur
3		Jayam Super Speciality Dental Hospital, Clock Tower Circle, Anantapur
4		Jeevana Jyothi Hospitals, Kamala Nagar, Ananthapur
5		Snehalatha Hospital, Khaja Nagar, Opp:Ganga Gowri Cine Complex, Ananthapur
6	BANGALORE	Narayana Hrudayalaya Hospitals, Anekal Taluk, Bangalore
7	CHENNAI	Vijaya Hospital, NSK Salai, Vadapalani, Chennai
8	CHITTOOR	Balaji Orthopaedic & Trauma Hospital (BOTH), TUDA Road, Tirupathi
9		M.S.Hospital, Abbanna Colony, Tirupati
10		Partha Dental Hospital & Research Centre, P K Layout, Tirupathi
11		RUSSH Hospital Private Limited, Opp. Municipal Office, Tirupathi
12		Sarada Dental Hospital, Chittoor
13		Sree Ramadevi Multi Super Speciality Hospital, Sairam Street, Tirupathi
14		SVIMS, Tirupathi
15		Vasan Eye Care Hospital, Tata Nagar, Tirupathi

S. No.	DISTRICT	HOSPITAL NAME
16	EAST GODAVARI	Apollo Hospital, Kakinada, East Godavari
17		Bollineni Hospitals, Rajahmundry, East Godavari
18		Geetha Mullapudi International Hi-technology Dental Hospital, Rajahmundry, East Godavari
19		GSL Educational Society & Hospital, Rajahmundry, East Godavari
20		Konaseema Institute of Medical Sciences, Amalapuram, East Godavari
21		Raju Neuro & Multi Speciality Hospital, Rajahmundry, East Godavari
22		Sree Bala Nursing Home, Kakinada, East Godavari
23		Swatantra Hospital, Rajahmundry, East Godavari
24		Tapani Hospital, Rajahmundry, East Godavari
25	GUNTUR	Amaravathi Institute of Medical Sciences, Kothapet, Guntur
26		Aswini Netralayam, Narasaraopet, Guntur
27		ENT Nursing Home, Kothapeta, Guntur
28		Karumuri Super Speciality Hospital, Old Club Road, Guntur
29		Lalitha Super Specialities Hospital (P) Ltd., Kothapet, Guntur
30		Manipal Super Speciality Hospital, Tadepalli, Guntur
31		NRI Academy of Sciences, Chinakakani, Guntur
32		Sankara Eye Hospital, Pedakakani, Guntur
33		Vijaya Eye Hospital, Lakshmipuram, Guntur
34	HYDERABAD	A.P. Super Speciality Dental Hospital, Road No.2, Banjara Hills, Hyderabad
35		American Oncology Institute, Serilingampally, Nallagandla, Hyderabad
36		Apollo DRDO Hospital, Kanchanbagh, Hyderabad
37		Apollo Hospital, Hyderguda, Hyderabad
38		Apollo Hospital, St.Johns Road, Secunderabad
39		Apollo Hospitals, Jubilee Hills, Hyderabad
40		Asian Institute of Gastroenterology, Somajiguda, Hyderabad
41		Aware Global Hospitals, Saroor Nagar, Hyderabad
42		Basavatarakam Indo-American Cancer Hospital, Banjara Hills, Hyderabad
43		Care Hospital, Banjara Hills, Hyderabad
44		Care Hospital, Nampally, Hyderabad
45		Challa Eye Care Centre, Banjara Hills, Hyderabad
46		Challa Hospitals, Dharam Karan Road, Ameerpet, Hyderabad
47		Citizens Hospital, Nallagandla, Serilingampally, Hyderabad
48		Clear Vision Eye Hospital, Himayathnagar, Hyderabad
49		Continental Hospitals, Gachibowli, Hyderabad
50		Dr.Gowds Dental Hospitals, Banjara Hills, Hyderabad
51		Femina Womens Hospital, Road No.12, Banjara Hills, Hyderabad
52		FMS Dental Hospital, Koti, Hyderabad

S. No.	DISTRICT	HOSPITAL NAME
53	HYDERABAD	Global Hospital, Lakdikapool, Hyderabad
54		Gurunanak Care Hospital, Bakaram, Musheerabad, Hyderabad
55		Image Hospital, Ameerpet, Hyderabad
56		Indo-US Super speciality Hospital, Ameerpet, Hyderabad
57		Kamineni Hospital, King Koti, Hyderabad
58		Kamineni Hospital, L.B.Nagar, Hyderabad
59		Krishna Institute of Medical Sciences, Minister Road, Secunderabad
60		Lotus Childrens Hospital, Lakdikapool, Hyderabad
61		Maxcure Hospitals, Hitech City, Madhapur, Hyderabad
62		Maxivision Laser Centre Pvt.Ltd, Begumpet, Hyderabad
63		MediCiti Hospital, Secretariat Road, Hyderabad
64		Medivision Eye & Health Care Centre, Near NMDC, Masabtank, HYD
65		Medwin Hospitals, Nampally, Hyderabad
66		Narayana Hrudayalaya Hospitals, Jeedimetla, Hyderabad
67		Neo Retina Eye Care Institute, Nampally, Abids, Hyderabad
68		Nikhil Hospitals, Near Satya Sai Nigamagamana, Sri Nagar Colony, HYD
69		NIMS, Panjagutta, Hyderabad
70		Omega Hospitals, Banjara Hills, Hyderabad
71		Omni Hospitals, Dilsukhnagar, Hyderabad
72		Poulomi Hospital, Dr.A.S.Rao Nagar, Secunderabad
73		Pragna Childrens Hospitals, Punjagutta, Hyderabad
74		Premier Hospital Private Limited, Mehdipatnam, Hyderabad
75		Prime Hospital, Ameerpet, Hyderabad
76		Princess Durru Shehvar Childrens & General Hospital, Purani Haveli,
77		Pushpagiri Eye Institute, West Marredpally, Secunderabad
78		Rainbow Childrens Hospital, Banjara Hills, Hyderabad
79		Remedy Hospitals, KPHB, Kukatpally, Hyderabad
80		S.V.Happy Smiles Multi Speciality Dental Hospital, Vanasthalipuram,
81		Sai Bhavani Super Speciality Hospital, Jeedimetla, Hyderabad
82		Sai Krishna Super Speciality Neuro & Poly Trauma Hospital, Kachiguda,
83		Sai Sanjeevini Hospitals, Kothapet, Hyderabad
84		Sai Vani Hospital, Domalguda, Hyderabad
85		Smiline Dental Hospital Pvt., Ltd., Punjagutta, Hyderabad
86		Sowjanya Dental Hospital, Himayathnagar, Hyderabad
87		Srikara Hospitals, Secunderabad
88		Star Hospital, Banjara Hills, Hyderabad
89		Sunshine Heart Institute, S.D.Road, Secunderabad
90		Sunshine Hospital, Near Paradise, Secunderabad
91		The Deccan Hospital, Somajiguda, Hyderabad
92		Usha Mullapudi Cardiac Centre, Jeedimetla, Hyderabad.

S. No.	DISTRICT	HOSPITAL NAME
93		Vasan Eye Care Hospital, Himayatnagar, Hyderabad
94		Vasavi Hospital, Lakdikapool, Hyderabad
95		Yashoda Super Speciality Hospital, Malakpet, Hyderabad
96		Yashoda Super Speciality Hospital, Patny Centre, Secunderabad
97		Yashoda Super Speciality Hospital, Somajiguda, Hyderabad
98	KADAPA	Identity Multi Speciality Dental Hospital, R.S.Road, Kadapa
99		Sree Satya Sai Dental Hospital, Christinan Line, Kadapa
100		Tirumala Hospitals, Guntha Bazar, R.S.Road, 7 Roads, Kadapa
101	KARIMNAGAR	Amrutha Nursing Home, Besides Civil Hospital, Karimnagar
102		Apollo Reach Hospital, Near Railway Station Road, Karimnagar
103		Dr. Bhoom Reddys Hospital, Civil Hospital Road, Karimnagar
104		Medwin Hospital, Mankammathota, Karimnagar
105		Sri Venkata Dental Hospital, Beside Civil Hospital, Karimnagar
106		Venkateshwara Kidney Centre & Multi Speciality Hospital, Ambedkar Rd, Karimnagar
107	KHAMMAM	Mamatha General Hospital, Giriprasad Nagar, Khammam
108		Spandana Hospitals, Wyra Road, Khammam
109	KRISHNA	Aayush NRI LEPL Healthcare Pvt. Ltd., Sri Ramachandra Nagar, Vijayawada
110		Andhra Hospitals, Prakasam Road, Vijayawada
111		Chaitanya Eye Hospital, Mogalrajpuram, Vijayawada
112		Dr.Ramesh Cardiac & Multi Speciality Hospital, Ring Road, Vijayawada
113		Dr.Sridhar International Dental Hospital, Eluru Road, Vijayawada
114		Heart Care Centre, Suryaraopet, Vijayawada
115		Help Hospitals, M.G Road, Vijayawada
116		Indo American Dental Hospital, Near Seetharampuram Signal,Vijayawada
117		Kamineni Hospitals, Poranki Rural, Vijayawada
118		Krishna Institute of Medical Sciences, Siddartha Nagar, Vijayawada
119		M J Naidu Super Speciality Hospital, Suryaraopet, Vijayawada
120		Nagarjuna Hospital, Kanuru, Vijayawada
121		Praveen Cardiac Centre, Moghalrajapuram, Vijayawada
122		Prema Latha Super Speciality Dental Clinic, Nuzvid
123		Sandhya Hitech Vision Care Centre, Suryaraopet, Vijayawada
124		Sateesh Gastro & Liver Centre, Suryaraopet, Vijayawada
125		Sentini Hospitals (P) Ltd., Ring Road, Vijayawada
126		Usha Cardiac Centre Ltd., Labbipet, Vijayawada
127	KURNOOL	Gowri Gopal Hospital, Budhawarpet, Kurnool
128		GVR Children's Hospital, Kurnool
129		Lakki Reddy Dental Super Speciality Hospital, 2nd Line, N.R.Peta, Kurnool
130		Padma Chandra Super Speciality Hospital, Budhawarpet, Kurnool

S. No.	DISTRICT	HOSPITAL NAME
131	KURNOOL	Sai Dental Speciality Hospital, Gandhi Nagar, Kurnool
132		Smile Super Speciality Dental Hospital, Opp.TTD Kalyana Mantapam, Kurnool
133		Sri Murali Super Speciality Dental Hospital, Srinivasa Centre, Nandyal,
134		Venkata Sai Multi Speciality Dental Hospital, Gandhi Nagar, Kurnool
135		Vinod Dental Super Speciality Hospital, Budhawarapet, Kurnool
136		Viswa Bharathi Super Speciality Hospital, Gayathri Estate, Kurnool
137	MAHABUBNAGAR	SVS Medical College & Hospital, Yenugonda, Mahabubnagar
138		T.J.R. Dental Hospital, Rajendranagar, Mahabubnagar
139	NALGONDA	Kamineni Institute of Medical Sciences Hospital, Narketpally, Nalgonda
140		Medi Centre Multi Speciality Hospital, Ramagiri Road, Nalgonda
141	NELLORE	Anasuya Institute of Medical Sciences, Nellore
142		Aravind Kidney Centre, Brindavanam Main Road, Nellore
143		Bollineni Ramanaiah Memorial Hospital, Dargamitta, Nellore
144		Krishna Institute of Medical Sciences Ltd., Dargamitta, Nellore
145		Narayana Medical College & Hospital, Chintharedypalem, Nellore
146		Rich Hospital, Pogathota, Nellore
147		Simhapuri Hospitals, Chintharedypalem Cross Road, Nellore
148		Simhapuri Super Speciality Dental Hospital, Pogathota, Nellore
149		Smile Super Speciality Dental Hospital, Ramesh Reddy Nagar, Nellore
150	NEW DELHI	Apollo Indraprastha Hospitals, Delhi-Mathura Road, New Delhi
151	NIZAMABAD	Nizamabad Super Speciality Dental Hospital, Khaleelwadi, Nizamabad
152		Pragathi Hospital, Hyderabad Road, Nizamabad
153		Sri Mahalaxmi Childrens Hospital, Khaleelwadi, Nizamabad
154	PRAKASAM	Amrutha Heart Hospital, Ongole, Prakasam
155		Nalluri Nursing Home, Kothapatnam Road, Ongole
156		Sangamitra Hospitals Pvt Ltd, Ongole, Prakasam
157	SRIKAKULAM	Baggu Sarojini Devi Hospital, illisipuram West, Srikakulam
158		GMR Varalakshmi Care Hospital, Rajam, Srikakulam
159		Kamal Vilekar's Multi Speciality Dental Hospital, Chinna Bazar, Srikakulam
160		KIMS Sai Seshadri Hospital, New Bridge Road, Srikakulam
161		Sindhura Hospital, New Bridge Road, Srikakulam
162	TIRUPATHI	Haripriya Dantha Vaidyasala, Opp Income Tax Office & SBI, Bhavani Nagar, Tirupathi
163		Naveen Dental Hospital, Sairam Street, Tirupathi
164		Sri Venkata Sai Hrudayalaya, G.S.Mada Street, Tirupathi
165	VISAKHAPATNAM	Apollo Hospitals, Waltair Main Road, Visakhapatnam

S. No.	DISTRICT	HOSPITAL NAME
166		Care Hospitals, Waltair Main Road, Visakhapatnam
167		Icon Krishi Hospitals Pvt. Ltd., Sheelanagar, Visakhapatnam
168		Indus Hospitals, Visakhapatnam
169		Mahatma Gandhi Cancer Hospital & Research Institute, MVP Colony, Visakhapatnam
170		Manipal Hospitals, Gokhale Road, Maharanipeta, Visakhapatnam
171		Omni RK Super Speciality Hospital, Waltair Main Road, Visakhapatnam
172		Partha Dental Hospital & Research Center, Visakahaptnam
173		Queens NRI Hospital, Gurudwara lane, Seethammadhara, Visakhapatnam
174		S S Dental Hospital, Maharanipet, Visakhapatnam
175		Sankar Foundation Eye Hospital, Sai Madhava Nagar, Visakhapatnam
176		Seven Hills Hospital, Rockdale Layout, Visakhapatnam
177	VIZIANAGARAM	Muvva Gopala Hospitals Pvt. Ltd., Kota Junction, Vizianagaram
178		Sri Sai P.V.R. Hospitals, Vizianagaram
179		Sri Sai Super Speciality Hospital, Near RTC Complex, Vizianagaram
180		Swamy Eye Hospital, Near Old Bus Stand, Vizianagaram
181		Tirumala Nursing Home, Near RTC Complex, Vizianagaram
182		Venkata Rama Surgical & Laparoscopic Hospital, Opp: RTC Complex, Vizianagaram
183	WARANGAL	Amrutha Children Nursing Home, Hanamkonda, Warangal
184		Aparna Hospitals Pvt.Ltd, Hanamkonda, Warangal
185		Jaya Hospital, Hanamkonda, Warangal
186		Laxmi Narasimha Hospital, Hanamkonda, Warangal
187		Rohini Medicare Private Limited, Hanumakonda, Warangal
188		Sharat Laser Eye Hospital, Hanamkonda, Warangal
189		Srinivasa Padmavathi Medicare Private Ltd., Hanamkonda, Warangal
190	WEST GODAVARI	Alluri Seetharama Raju Academy of Medical Sciences, Eluru, West Godavari
191		Jnanananda Ophthalmic Institute, Bhimavaram, West Godavari
192		Varma Hospitals, Bhimavaram, West Godavari.

General Health Care

406-3A. The police officers and their families are entitled to medical treatment from the Government hospitals and other Government health institutions like Municipal hospitals, Primary Health Centres etc. The preventive health measures are also carried out by the medical and health staff of the department concerned. The local bodies are generally responsible for sanitation. The procedure for treatment of police officers and their families is contained in AP Medical Code extracted in Chapter 13. The concerned SHOs and other senior officers should maintain a good liaison with the heads of the hospitals and establish practices and procedures that help policemen and their families get easy access and prompt treatment. Similar action is called for in the matter of sanitation, water supply, drainage, cleanliness etc. of the police buildings and residential quarters.

B. Unit hospitals for policemen and officers are located in APSP battalions and the police training institutions. These are departmentally run and function under the concerned unit officers. At district headquarters and cities the police clinics are run in police buildings. The medical officers from medical department attend these clinics on part time or on full time basis as per the need but the expenses on medicines etc. are met from the regular budget of department by the unit officers.

C. Each Unit clinic may have the following staff, facilities and equipment.

Staff

One male medical officer, one lady medical officer, two male nurses, two female nurses and one pharmacist cum store keeper (preferably trained in data entry), one helper and cleaner.

Buildings, stores and equipment

a. Separate building with arrangements for doctor's room, examination room, waiting of patients, dressing room.

b. Furniture, instruments and all other medical equipment needed for the clinic.

c. Important and necessary medicines

d. Separate wards with attached toilets for male and females with four beds each.

D. The clinic will provide treatment for minor and common ailments for policemen and their family members and refer serious cases, which require specialized or prolonged treatment to the concerned Government hospitals. Where the local Government hospitals do not

have the necessary facilities, the medical officer in charge will liaise with specialty hospital for necessary treatment. The unit officer shall oversee the treatment given to the policemen and family members and should later on assist in claiming medical reimbursement under the relevant rules.

Sports and Recreational Facilities

407-1. The sports and games coupled with recreational facilities constitute an important element of police welfare and health activity. These facilities are provided out of income from the corpus of A.P. Police Sports Fund which is mainly funded by annual grant in-aid from the state government and monthly subscription of the police personnel. The police personnel of various ranks make monthly contribution to A.P. Police Sports Fund as per following scale.

A. PC to ASI/Record Assistant/Jr. Assts / Attenders	Rs. 5 /-
B. SI/RSI/CI/RI/Sr.Assts./Office Superintendent.	Rs. 10 /-
C. All Officers of the rank of DSP or equivalent and above	Rs. 20 /-

2. Out of the above subscription 60% is retained by the units and 40% is sent to A.P. Police sports fund. Out of the sports fund the state also meets the annual contribution of Rs.5/- for each executive police officer of the state to a Central Fund of the all India Police Sports Control Board and all India Police Meet maintained by Intelligence Bureau, Ministry of Home Affairs, Government of India.

3. Each unit shall provide necessary sports and recreational facilities for the use of policemen and family members. The cost of such facilities should be met from the unit sports fund and grant from the A.P. Police Sports Fund. The sports, recreational and health facilities like sport grounds, indoor stadiums, gymnasium etc. available in all district headquarters and at other places in the district may be made available to the families at certain timings and occasions, when these are not in use for official or regular training purposes. Wherever, grounds are available in police residential complexes or nearby whether they belong to the police or other organisations, the policemen and their families may use them. The District/Unit Sports Committee will be responsible for providing and maintaining these facilities. The officers in charge of the Training Centre at the unit shall be responsible for overall supervision and upkeep of all infrastructure, sports, recreational and health facilities whether in the lines or elsewhere.

4. The annual sports meet of the unit should be conducted before 31st July of the year. Competition in games and sports for family members of policemen of the entire district should also be held during the sports

meet. Those of the family members who are outside the district headquarters should be sent along with the sub-divisional teams to the district meet. They should be provided transport and accommodation. The sub-divisional officers also may hold every year a sports meet for the policemen and their families at any convenient time.

5. The zonal IG/DIGP and the Commissioner of Police concerned will form a selection committee under his Chairmanship. The committee will attend the District/Unit sports meets and select zonal teams for all events including the teams of police families. The Commissioner of Police concerned and Addl. DG/IGP APSP will form similar selection committees to choose the teams. In Visakhapatnam and Vijayawada cities the Unit sports meet will be one for the whole city and not for each zone or branch.

6. The state sports and games meet shall be conducted normally in the month of October. The zonal teams should include the teams of police families.

7. Cultural meets should be conducted as part of the sports meet in the districts and the State.

8. The district sports committee and the State sports committee is redesignated as district police sports and cultural association, and at the State level as AP State Sports, Games and Cultural Organisation. The State Organisation shall be a registered body with DGP as Ex-Officio Chairman and IGP (W & S) as member secretary and such members as may be decided from time to time. They should include one or two outside representatives from sports and cultural field. The same pattern should be adopted in the Units.

9. Selection committee at the State level both for sports, games and cultural activity shall be formed to finalise the teams for All India Games and Sports events.

10. An incentive scheme for outstanding sports men of national level should be evolved and implemented. The incentive should normally be cash or increments.

11. The State police teams and local police teams should participate in league or other matches conducted by the concerned associations.

12. Sports material should be provided by the sports committees at district and State level including for the police families.

13. The sound equipment, musical instruments and other fittings required for cultural shows of policemen, their families should also be provided by the district or State organisations.

Grievance Redressal

408-1. There are two channels of grievance redressal available to police officers. The first channel is by direct representations to the concerned officers at various levels. The individual grievances, problems, service matters etc. are brought to the notice of the concerned officers for immediate action and redressal wherever, proper and appropriate. Various orders in the manual provide for the senior officers during inspections, tours, parades, visits, orderly rooms and by any other direct means to ascertain and properly deal with the grievances of the personnel.

2. Direct channel of representations is prohibited in certain matters to the DGP and to the Unit officers. The formal channels of grievance, redressal will be effective if the officers particularly at the level of SHO and above scrupulously observe the instructions and procedures prescribed in the Manual. Instructions also exist making it incumbent on the part of the officers to ascertain the problems of the personnel working under them and solve them as per rules and with sympathy and understanding.

3. Apart from the formal channels, the police officers are authorised by the Government to form Associations for expression and redressal of grievances.

4. The Government of Andhra Pradesh have recognised "The AP Police Officers' Association" for the serving police officers from the rank of PCs to Inspectors including specialised Units of the department for redressal of common grievances. The membership of the Association is restricted only to the serving policemen and no outsider is allowed to join the Association. The members shall not have right to strike work or withhold their service or otherwise delay the performance of their duties in any manner. Nor the members shall resort to coercive methods of agitation. The association shall be absolutely non-political, and the office bearers will be elected. The Government have also accorded recognition to AP Gazetted Police Officers Association which consists of members of the rank of DSP and above excluding IPS officers. The IPS officers have a central association at Delhi and in the State the branch of the IPS Association functions with a Secretary.

G.O. Ms. No. 539 Home (Pol.C) Dept, dt. 6.8.79.

5. Any representations from the AP Police Officers' Association or other Associations to the Government should be routed through the DGP only.

6. The aims and objective of the APPO Association in brief are :

   A. Providing a forum of discussion on the common service problems and to ventilate grievances;

   B. promote and advance the welfare of the members;

   C. improve the service and living conditions of members;

   D. promote professional standards and excellence among the members;

   E. promote social, cultural, educational and recreational activities among the members and their families etc.

7. The following guidelines should be observed in dealing with the APPO Association representatives or office bearers at various levels.

   A. At the Unit level there shall be a meeting between the office bearers and the head of the Unit once every month. At the state level a meeting should be convened every quarter at which the state office bearers and the Director General of Police with other senior officers of the state level in charge of various branches should be present. The IGP Personnel at the state level, SP, Addl.SP, DCP or Addl. DCP who is in charge of administration in the Units shall be the convenors of these formal meetings. Whenever, the officer concerned or the association wants to meet on any other occasion to represent any serious or urgent problem, such a meeting should normally be convened and held unless for any reason the Unit officer feels it otherwise. Minutes of all the meetings should be maintained and circulated promptly. The agenda for the meeting should *inter alia* contain the action taken on the items discussed in the previous meeting, and the other items proposed by the office bearers of the association or the officers concerned.

   B. The representations by the Association may be received at any time and examined and action taken intimated through the convenor as early as possible. The convenor at the unit/state level may discuss the issues with the office bearers and sort out any problems or issues that may be raised.

   C. Individual grievances relating to disciplinary matters shall not be sponsored or taken up by the Association except to illustrate a general issue.

D. Reasonable facilities for functioning of the organisation should be made available by the officers concerned. Under no circumstances collection of subscription or deducting it from the salary bill should be done.

E. Cordial relationship and regular communication should be maintained between the convenor of the committee, the Unit officer and the Association. The Unit officer and other senior officers may attend the meetings of the Association, if invited.

F. The President and the Secretary of the District/Unit Association and the President and the Secretary of the State Association shall be the members of all the welfare, sports and recreational committees at the Unit and the State levels respectively. They may also be co-opted as members of the committees of the funds indicated in Order 404.

G. In respect of other Associations no formal procedure is outlined. Their representations and grievances may be made directly to the DGP whenever, any issue or problem requires redressal. They are also entitled for audience with the Government with the concurrence and permission of the DGP.

"Salus populi est Supreme lex"

(The welfare of the people is the Supreme Law)